

SET Schools September Re-opening Risk Assessment

Overview

This is the risk assessment for all SET schools and settings. All students will be back in school in September. This means that:

1. Students will follow their normal timetable, within their normal classes for each subject but will be based in one teaching space. The only exception is for Food Technology, PE at Key Stage 3 and 4 and GCSE Art, Music and DT delivery. Some Key Stage 4 Science will be based in labs;
2. We will create year group 'bubbles'; each year group 'bubble' will have its own zone;
3. Students will have break with their period 2 class and lunch with their period 4 class (secondary school students only);
4. Specialist Centres will be seen as a class 'bubble' and may, based on student need, be organised in sub-bubbles;
5. Year Group bubbles will be kept separate upon entering the school site, throughout the school day, and when leaving the site. This will be the same for infant and junior school students;
6. Secondary School Staff will be able to move between the Year Group bubbles so that we can have the right teachers in front of the right classes at the right time. There will be slight changes to the timings of the school day, with an extended break time and extended lunch period with three sittings. Infant and junior school staff and specialist centre staff will stay with their bubbles;
7. There will be no practical work in Science with Covid approved activities in Art, Drama, Music and PE.
8. There will be no extra-curricular activities and clubs, although enrichment will continue in bubbles;
9. Our Pastoral systems will be structured around year group bubbles;
10. An extended tutor period will take place at the end of the school day to facilitate additional pastoral care and a staggered exit;
11. Interventions (Lexia; 1:1 tuition) will take place in the 'floating' year group classroom and cleaned after each session;
12. The first formal review took place on 25th September 2020 (changes in blue) and is planned again for w/c 1st November. This is in addition to the daily and weekly reviews by each school's Senior Leadership Team.

In the risk assessment below, each control measure has been marked as follows:

- Red: not possible to have this in place for the start of term;
- Amber: this measure can be put in place by the start of term but requires action now rather than when each school re-opens;
- White: this measure is in place.

Mark Barrow; August 2020;

Review 1: 27/09/2020	Review 2: 20/11/2020	Review 3: 16/12/2020	Review 4: 31/12/2020		
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Hazard	Who might be harmed	Controls to be put into place following updated guidance	Who will be responsible	Control measures to be in place by	Additional notes/at a local level
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> • Staff • Students • Contractors • Visitors 	<p>Everyone will be asked not to come into school if they or anyone they live with is experiencing coronavirus symptoms, and instead follow official self-isolation guidance. This will be tracked through the SET portal. Regular reminder will be sent out about this, including the NHS 'Test and Trace' process.</p> <p>SET will facilitate lateral flow tests for staff and students from 5 January 2021 and will then follow scenario protocols where positive results are recorded.</p> <p>All students will have their temperature taken as they arrive in School. See protocol documents. Staff facilitating the morning temperature checks will wear both a mask and visor; the temperature will be taken from the student's wrist rather than their forehead.</p> <p>Social distancing routines to continue. Masks to be worn at all times by secondary staff and students except for when eating, drinking and in single occupancy spaces such as offices or classrooms with no students present.</p> <p>For staff in our infant and junior school settings, masks will be worn in all communal areas.</p> <p>Risk Assessments are to be followed whilst the building of the Specialist Centres continue at the start of term. There will be no interaction between students and the contractors. The School Caretaker will manage communication between the School and the contractor; social distancing will be followed at all times.</p> <p>Anyone who has tested positive within the last 7 days must not attend school. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing; the School will support and issue testing kits (subject to supply).</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. Symptomatic people will be contained within the designated space which will be suitably ventilated; this is for both students and staff. 999 will be called if they are seriously ill or injured or their life is at risk.</p>	<p>Executive Headteacher/ Head of School</p> <p>Executive Headteacher/ Head of School</p> <p>Trust Operations Manager/ Front Office staff</p> <p>Head of School/ Senior Leadership Team</p> <p>Head of School and Assistant Head of School</p> <p>Head of School</p> <p>Head of School</p> <p>Head of School</p> <p>Trust Operations Manager/Front Office staff</p>	<p>26 August 2020</p> <p>4 January 2021</p> <p>4 January 2021</p> <p>4 January 2021</p> <p>4 January 2021</p> <p>4 January 2021</p>	<p>Protocol has been in place since lockdown. Reminders needed.</p> <p>Separate risk assessments in place; communication with families on 1 January 2021.</p> <p>Current protocol; no change needed.</p> <p>Update information for families and colleagues on 1 and 2 January 2021.</p> <p>Internal communication 2 January 2021.</p> <p>Protocol document in place. Additional external sanitiser stations to be set up by start of term.</p> <p>Current protocol; no change needed.</p> <p>Current protocol; no change needed.</p>

		<p><i>for any length of time within 1 metre, including being coughed on, a face to face conversation or skin to skin contact (direct close contact); extended close contact within 1 or 2 metres for more than 15 minutes with an infected individual.</i></p> <p>If a student in a particular bubble tests positive for coronavirus:</p> <ul style="list-style-type: none"> • Advice from the local health protection team will be sought immediately and the Executive Headteacher informed; • Based upon advice from the local health protection team, adults and students who have been in 'close contact' with the staff member will be identified will be provided with daily testing for seven days. If they test negative on a daily basis, they can continue to attend school without having to self-isolate. If the daily test is not undertaken, students and staff identified as a 'close contact' will be required to self-isolate in line with the most up-to-date guidance; • If other cases are detected at any school, the local health protection team from Public Health England will be in touch to advise on appropriate action. <p>Where a visitor does need to enter the school, the Front Office team will ask them the visitor to complete a Covid questionnaire. The questionnaire will be reviewed by the Senior Administrative Assistant before the visitor is collected and enters the main building. Any concerns will be raised with the Head of School.</p> <p>Front office staff will wear a mask and a visor when speaking with any visitors.</p> <p>Trustee protocols will be followed prior to any visit and then visitor protocols followed during the visit itself.</p> <p>No staff movement between schools whilst in Tiers 3 and 4.</p> <p>No in person/office meetings: these will take place by Zoom/Teams.</p>	<p>Head of School/Senior Administrative Assistant</p> <p>Trust Operations Manager</p> <p>Executive Headteacher</p> <p>Executive Headteacher</p> <p>Head of School/ Senior Leadership Team</p>	<p>4 January 2021</p> <p>4 January 2021</p> <p>4 January 2021</p>	<p>may well be dispatched and wider guidance given re. the number of students required to self-isolate as a precautionary measure. Advice from the local health protection team will be sought and followed.</p> <p>Additional communication on 2 January 2021.</p> <p>Additional communication to Trust personnel on 31 December 2020.</p> <p>Additional communication on 2 January 2021.</p>
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<p>Spreading infection due to touch, sneezes and coughs.</p>	<ul style="list-style-type: none"> • Staff • Students • Visitors 	<p>Every classroom and in-door space used by students and staff will have additional hand sanitiser 'stations'.</p> <p>Every lesson will begin with students using hand sanitiser; staff moving rooms will do the same.</p> <p>All doors across each of the school zones will be kept open. This includes classrooms, with windows open in classrooms for as long as is possible.</p> <p>In addition, everyone in school will:</p> <ul style="list-style-type: none"> • Sanitise their hands when they first arrive and then before and after eating and after sneezing or coughing; • Be encouraged not to touch their mouth, eyes and nose; • Use a tissue or elbow to cough or sneeze and use bins for tissue waste. <p>Key Stage 2 – 4 students are expected to manage the day so that they do not have to go to the toilet during lessons unless it is an absolute emergency. Toilets will be accessed in year group bubbles.</p> <p>Students will be encouraged to learn and practice these habits in lessons and by posters put up across the School. Help will be available for any students who have trouble cleaning their hands independently.</p> <p>Supplies for soap and hand sanitiser will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues, operated by a foot pedal, will be emptied at the end of the day.</p>	<p>Head of School/ Caretaker</p> <p>Head of School</p> <p>Caretaker</p> <p>Head of School/ Senior Leadership Team/ SENCO</p> <p>Classroom based staff/ Senior Leadership Team</p> <p>Head of School/ Senior Leadership Team/ SENCO</p> <p>Director of Operations/ Caretaker</p> <p>Caretaker</p>	<p>26 August 2020</p>	<p>Will Bowman ordering additional supplies.</p> <p>Curriculum adaptations in Drama, Music and PE. No close contact sports during Tier 4.</p> <p>Additional guidance given at morning registration for students, and reminders/ monitoring in place throughout the day. Support for individual students in line with EHCPs.</p> <p>Additional arrangements in place for any student requiring intimate care (Maidstone). Currently not required anywhere else.</p>

		Social distancing routines will be maintained in all meetings with a suitably ventilated meeting space being used.	Executive Headteacher/ Head of School		
Spreading infection through contact with coronavirus on surfaces	<ul style="list-style-type: none"> • Staff • Students • Visitors 	<p>With the exception of PE, Key Stage 3 students will be based in one classroom for all lessons. These rooms will be based in a Key Stage 3 zone.</p> <p>Key Stage 4 students will be based in a zone of the School and will access specialist rooms for Art, Music and DT, and the Science Labs on occasions.</p> <p>Specialist spaces will be cleaned after each bubble has used it. Shared rooms, such as halls and changing areas, will be cleaned between different groups using them.</p> <p>No equipment should be shared between students or staff. Students will take their own exercise books home and bring them back in to class. For Key Stage 3 students, work identified for written feedback from teaching staff will be submitted online. Photocopying of resources will be kept to a minimum with Lead Practitioners organizing topic packs.</p> <p>Where books are being marked, they will be left for 72 hours at both ends of the cycle.</p> <p>For Key Stage 4 students completing exam practice on paper, staff will ensure there is a 72 hour window before marking the work and then a further 72 hour window before the marked work is returned physically.</p> <p>At SET Beccles, from November onwards, specialist classrooms will be used for all lessons. Students will move in between lessons and all staff and students will be required to wear a mask in the corridors. A one way system will be adopted during all movement time. Lessons will begin with a 'greet, meet and seat' and 'end and send' to manage the corridors and to avoid unnecessary contact. Senior Staff and support staff will be present during lesson changeover and in the corridors to ensure protocols are followed.</p> <p>Supervising staff will ensure that movement is purposeful and swift with minimal passing between year groups.</p> <p>Cleaning staff will regularly clean frequently touched surfaces using approved cleaning products, including:</p> <ul style="list-style-type: none"> • Bannisters; • Classroom desks and tables; 	<p>Head of School/ Caretaker</p> <p>Head of School</p> <p>Senior Leadership Team/ Lead Practitioners</p> <p>Senior Leadership Team.</p> <p>Head of School/ Caretaker</p> <p>Caretaker</p> <p>Caretaker</p>	26 August 2020	<p>Director of Operations to agree the number of cleaners allocated to each School.</p> <p>Head of School to agree additional cleaning rota in line with the timetabling of bubbles in particular rooms.</p> <p>SLT will review movement and waiting patterns regularly.</p>

	<ul style="list-style-type: none"> ● Bathroom facilities (including taps and flush buttons); ● Door and window handles; ● Furniture; ● Light switches; ● Reception desks and windows; ● Teaching and learning aids (e.g. projector remote controls); ● Computer equipment (including keyboards and mouse); ● Photocopier keypads; ● Telephones. <p>Areas of the School that are used by students and staff will be cleaned thoroughly at the end of the day.</p> <p>Unnecessary items, soft furnishings, soft toys and other toys that are hard to clean will be removed from areas being used and stored elsewhere.</p> <p>An assessment of the capacity of the cleaning teams will be carried out before the return of students and then on an on-going basis to ensure that the teams are large enough and have the correct equipment and training to do the jobs that are required effectively. Areas of the Schools not in use will be shut off to make cleaning more manageable.</p> <p>In the Specialist Centres, sensory rooms will be allocated to a particular bubble or students and then cleaned after usage. Green and red trays to organise resources: Green = ready to be used at the start of an activity Red = to be cleaned</p> <p>If a person with coronavirus symptoms comes in to school, a deep clean will take place in the areas that the person has been in, following decontamination guidance. Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Classroom based colleagues will sanitise their hands before and after handling any resources that they are taking out of rooms; this includes Teaching Assistants assigned to particular students.</p> <p>Revised arrangements for managing lost property will be put in to place. The Covid trained cleaners will pick up any lost property which will be placed in boxes and dated. Students can then collect the lost property and take it home after three days.</p>	<p>Subject Leaders/ Caretakers</p> <p>Director of Operations/ Executive Headteacher</p> <p>Head of School/ SENCO</p> <p>Head of School/ Caretaker</p> <p>Head of School/ Senior Leadership Team</p> <p>Head of School/ Caretaker</p>		
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<p>Spreading infection due to excessive contact and mixing between students and staff in classrooms.</p>	<ul style="list-style-type: none"> • Staff • Students 	<p>Teachers will remain within the two metre squared area at the front of each classroom. <i>Where appropriate, secondary teachers will circulate the room wearing a visor and a mask. This will only be to check and to prompt students; this will not include walking in between rows. Teachers should not be any closer than 1 metre when speaking with any one student.</i></p> <p>The sharing of stationery and other equipment will be prevented where possible. If shared equipment is used, it will be cleaned thoroughly between each group using it.</p> <p>Key Stage 3 and 4 teacher will need to switch between groups and will be advised on how to do this as safely as possible.</p> <p>Students will be told that, if they ignore the protocols established to protect them and others, they will be sent home on health and safety grounds. Behaviour will be monitored and any issues dealt with.</p> <p>Teaching assistants, pastoral staff and colleagues working in the Specialist Centres will be advised to wear visors.</p> <p>Each classroom will have a demarcation on the floor where no students, furniture or equipment will be, enabling leaders to enter the classroom, speak to students, observe learning and generally be present around the School.</p>	<p>Senior Leadership Team/ Caretaker</p> <p>Subject Leads/ Caretaker (equipment)</p> <p>Senior Leadership Team</p> <p>Senior Leadership Team</p> <p>Head of School/ SENCO</p> <p>Head of School/ Caretaker</p>	<p>26 August 2020</p>	<p>CPD needed here – teaching methods when a teacher cannot circulate the room.</p> <p>Equipment list to be included in start of term information. Staff protocols to be shared at first PD day in August/ September. Communication with families through updated Behaviour Policy/ expectations document. Students will receive reminders on site.</p> <p>Individual risk assessments will identify where students may not be able to follow protocols – in these cases, arrangements will be made on an individual basis.</p>
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<p>Spreading infection due to excessive contact and mixing between students and staff around the School</p>	<ul style="list-style-type: none"> • Staff • Students 	<p>Students from the different bubbles will be kept apart as much as possible. <i>At SET Beccles, students will wear masks when moving between classrooms and will spend minimal time in the corridor before entering the classroom.</i></p> <p>Breakfast and break will be delivered to each bubble in their agreed classroom.</p> <p>Each class (infant and junior) and each year group (secondary) will have an identified outdoor zone.</p> <p>For secondary school students, lunch will be staggered across a two-hour window, incorporating Period 4. Students will eat lunch with their Period 4 or 5 class, maintaining the year group bubble.</p> <p>Rooms will be accessed directly from outside where possible and staff will escort students to their classrooms after Period 2 and lunch.</p>	<p>Senior Leadership Team</p> <p>Senior Leadership Team</p> <p>Senior Leadership Team</p> <p>Senior Leadership Team</p> <p>Senior Leadership Team</p>	<p>26 August 2020</p>	<p>Detail included in start of term information and 'staff protocols' document.</p>
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		<p>All shared rooms, such as dining areas, will be kept at limited capacity to allow groups to keep apart when using them. They will be cleaned between each use. Toilet use will be managed to avoid crowding. The Senior Leadership Teams will supervise this.</p> <p>All adults to adhere to the two metre social distancing rule when interacting with other adults. There will be no seating in the staff room; access to photocopying, staff trays and hot drinks only (primary availability for hot drinks in the restaurant, aside from lunchtimes). There will be a limit to the number of staff in the staff room at one time; and no more than 3 colleagues in the front offices. Staff to bring their own travel mugs to avoid sharing of cups.</p> <p>Staggered starts to the day will be put in to place; staff will lead their bubbles as they move around the school to avoid too many students moving at the same time.</p> <p>Students will be supervised at all times to ensure mixing between groups doesn't occur and they will be reminded about the rules throughout the day.</p> <p>Students will be told that, if they ignore the protocols established to protect them and others, they will be sent home on health and safety grounds. Behaviour will be monitored and any issues dealt with.</p> <p>Leaders will continue to walk the School, particularly at times when transitions are at a minimum. Each classroom will have a demarcation on the floor where no students, furniture or equipment will be, enabling leaders to enter the classroom, speak to students, observe learning and generally be present around the School. This will include the Specialist Centres.</p> <p>Staff will wear a mask when moving between classrooms. At Maidstone & Causton, all staff working on a 1:1 basis across bubbles will wear a visor.</p>	<p>Senior Leadership Team</p> <p>Head of School</p> <p>Senior Leadership Team</p> <p>Senior Leadership Team</p> <p>Head of School</p> <p>Executive Headteacher/ Head of School</p> <p>Head of School</p>		<p>Communication with families through updated Behaviour Policy/ expectations document. Students will receive reminders on site. Individual risk assessments will identify where students may not be able to follow protocols – in these cases, arrangements will be made on an individual bases with the student(s) and their families.</p>
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Spreading infection due to the school environment	<ul style="list-style-type: none"> • Staff • Students 	<p>Each school will be visited before the start of term to ensure health and safety standards are in place before reopening.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used. Areas in use will be well ventilated by opening window or using ventilation centres. Doors will be kept open, where fire safety and safeguarding wouldn't be compromised. This will be recorded in each school's Fire Folder.</p> <p>The use of lifts will be avoided unless essential.</p> <p>Appropriate pedal operated lidded bins will be provided in key locations to facilitate the disposal of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks and for education where possible.</p> <p>Staggered exits will include students getting on to the correct bus.</p>	<p>Head of Estates/ Caretaker</p> <p>Head of School/ Trust Operations Manager</p> <p>Head of School</p> <p>Caretaker</p> <p>Head of School</p> <p>Senior Leadership Team</p>	<p>26 August 2020</p> <p>1 September 2020</p>	<p>CEO/ Executive Headteacher to be present for each visit.</p> <p>If there is a change to any procedures due to a reduction in the availability of key staff, staff will be informed by the Head of School via email and face-to face where possible.</p>
Spreading infection due to excessive contact and mixing in meetings/ assemblies	<ul style="list-style-type: none"> • Staff • Students • Visitors 	<p>Where possible, all meetings will be conducted by telephone or using Zoom/ Teams. This includes meetings with staff, parents, visitors, Trustees and LAB members.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing and – wherever possible – proper ventilation.</p> <p>There will be no physical assemblies until further notice.</p>	<p>Head of School</p> <p>Head of School</p> <p>Head of School</p>	<p>26 August 2020</p>	<p>Instructions to be issued to all staff who may be setting up meetings – to be included in the staff protocols document issued by 1 September 2020.</p> <p>Communication with students through tutor time and SLT drop-ins/ SENCO.</p> <p>Google Classroom already used for assemblies. Zoom for Maidstone & Causton?</p>

<p>Spreading infection due to movement of staff across schools within the Trust.</p>	<ul style="list-style-type: none"> • Staff • Students 	<p>Movement between the schools will be kept to the very minimum with specific protocols for the Trust 'supply' teachers and peri music teachers.</p> <p>Lead practitioners will work via Zoom and Teams for the first half term. This will be reviewed w/c 12 October 2020.</p> <p>Cross-Trust meetings will be conducted via Zoom/ Teams. All peri staff will be required to share the risk assessments of their places of work as well as completing the Visitor's Questionnaire.</p>	<p>Executive Headteacher</p> <p>Executive Headteacher</p> <p>Head of School/ Subject Lead (Creative Arts)</p>	<p>26 August 2020</p>	<p>Guidance to be included in Staff Protocols document.</p> <p>Routines to be included in start of term information for families.</p>
<p>Individuals vulnerable to serious infection coming in to school.</p>	<ul style="list-style-type: none"> • Staff • Students 	<p>The Trust will work in line with the most up-to-date Government guidance for students and staff. Additional PPE will be provided for individual staff in line with personalized risk assessments.</p> <p>Individualised conversations and advice for staff prior to students returning; this will include a personalized risk assessment for all staff and students with Educational Health Care Plans.</p>	<p>Head of HR/ Executive Headteacher</p>	<p>26 August 2020</p>	<p>KIT dates in place for August; risk assessment process in place for staff following work with Maidstone & Causton.</p>
<p>Mental health concerns for staff and students due to COVID-19 and lockdown.</p>	<ul style="list-style-type: none"> • Staff • Students 	<p>Wellbeing/ mental health issues are discussed with students during PSHE/ assemblies and at other appropriate opportunities.</p> <p>Age-appropriate websites/ resources are provided for students. Staff direct students to these resources and are open to discussing them.</p> <p>Staff are directed to useful websites and resources that they might find helpful themselves. Line managers stay in touch regularly with staff and check they are well.</p> <p>Staff briefings and training focus on wellbeing, recognizing the importance of their own wellbeing and that of their pupils.</p> <p>Appropriate work plans are agreed with staff and support is provided where necessary.</p> <p>Remote learning for any students who are not at school as per the Remote Education Plan.</p> <p>Staff are considered as individuals and managed accordingly. Wellbeing and work-life balance are promoted with all staff.</p> <p>The Trust has access to trained staff who can deliver any bereavement counselling and support.</p>	<p>Head of HR/ Executive Headteacher/ Head of School</p>	<p>1 January 2021</p>	

<p>Some staff and students (or close family members) may have increased vulnerability to infection or poorer outcomes from COVID-19</p>	<ul style="list-style-type: none"> • Staff • Students 	<p>The latest Government guidance is applied.</p> <p>Staff and students with underlying health issues have been provided with updated guidance and discussions have been held with them regarding attending work/ school.</p> <p>All members of staff and students with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the School. Records are kept of this and regularly updated.</p> <p>Members of staff and students with underlying health conditions have been asked to seek and act on the advice of their GP/ consultant/ midwife or current Government advice.</p> <p>Staff and students are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable as set out in the latest Government guidance.</p> <p>For vulnerable staff and students, concerns are discussed, procedures explained and risk assessments offered.</p> <p>A pregnancy risk assessment is in place for any pregnant staff. If the risk assessment raises any significant issues for pregnant staff who are not in the third trimester then the full range of options will be considered including working from home earlier than 28 weeks.</p>	<p>Head of HR/ Executive Headteacher/ Head of School</p>	<p>Post each DFE/ PM update</p>	
<p>Lack of/ incorrect use of PPE or inappropriate disposal leading to increased risk of infection</p>	<ul style="list-style-type: none"> • Staff • Students • Visitors • Volunteers 	<p>The latest Government guidance on wearing PPE in schools is applied.</p> <p>Guidance has been issued to staff around need for and how to put on and take off PPE correctly. The need for PPE in some circumstances, such as providing intimate care, will be subject to a thorough individual risk assessment.</p> <p>Adequate supplies of PPE are secured for staff where risk assessment identifies wearing of PPE is required.</p> <p>Spill kits are available to be used when cleaning visible bodily fluids produced by a person with coronavirus (COVID-19) to reduce the risk of contamination.</p> <p>Guidance has been issued regarding the correct disposal of PPE.</p> <p>Staff will be provided with face masks if specifically required. Gloves and aprons will also be available if required.</p> <p>Staff are referred to the Trust PPE guidance documents.</p>	<p>Head of School/ Trust Operations Manager</p>	<p>1 January 2021</p>	

<p>Spreading infection due to insufficient staffing</p>	<ul style="list-style-type: none"> ● Staff ● Students ● Visitors 	<p>Trust supply teachers are in place with specific protocols; Heads of School will only work with the supply agency where specific staff have been identified as part of the SET bubble.</p> <p>Executive Headteacher to review staff absence daily with each Head of School. Contingency plans in place to use Google Classroom and year group rotas if required.</p>	<p>Executive Headteacher</p>	<p>26 August 2020</p>	
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