



SHIRLEY HIGH SCHOOL PERFORMING ARTS COLLEGE

Our Vision:

To develop aspirational learners who strive for excellence academically, creatively and culturally, benefitting from a wide range of opportunities led by inspirational educators.

Coronavirus (COVID-19): Risk Assessment for Schools

Assessment conducted by: Principal/SLT/SBM/Admin Manager/Facilities Manager		Covered by this assessment: Staff, students, parents, governors and visitors
Date of assessment: March 2022	Review interval: Following updated guidance	Date of next review: as required

Ragged control measures:

- **Red:** this measure cannot be put in place in our school
- **Amber:** this measure isn't in place yet, but can be in place for the spring term
- **Green:** this measure is already in place

(Text highlighted purple indicates the action that will be taken by the school as part of its contingency plan, along with all other actions mentioned)

This risk assessment is a live document which is reviewed and updated in line with changes to government guidance and public health advice. Staff will be notified of review outcomes and the updated document put on the website.

The school's contingency plan may be considered, whichever of these thresholds is reached first:

- 5 students or staff, who are likely to have mixed closely test positive for COVID-19 within a 10-day period; or
- 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

We will consider seeking additional public health advice if we are concerned about transmission in the setting, either by phoning the DfE helpline or in line with local arrangements. The Self-Isolation Service Hub will also be contacted to make them aware of any staff that have tested positive. Advice may also be sought through DsPH.



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The example measures we list are based on current government guidance:

- [Schools Covid-19 Operational Guidance](#)
- [Health & Safety: Responsibilities and Duties for Schools](#)
- [Coronavirus \(Covid 19\)](#)
- [Covid-19 Response: Living With Covid-19](#)

Area for Concern	Recommended Controls	In Place? Yes/No	By Whom?	Additional Notes
<p>Awareness of policies and procedures</p>	<ul style="list-style-type: none"> ● All staff and volunteers are aware of all relevant policies and procedures ● Students are supported to understand and follow the relevant school policies and procedures, including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - Social Distancing Policy - Behaviour Policy - Attendance & Punctuality Policy ● All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - DfE (2022) Schools coronavirus (COVID-19) operational guidance - DfE (2021) Health and Safety: responsibilities and duties for schools - Contingency framework: education and childcare settings - use of PPE in education, childcare and children’s social care - HM Government (2022) ‘COVID-19 Response: Living with COVID-19 - UK Health Security Agency (2022) Covid-19: people with Covid-19 and their contacts. ● The school keeps up-to-date with advice issued by, but not limited to, the following: 	<p>Y</p>	<p>Principal/SLT/SBM</p>	



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Heating and ventilation

- DfE
- NHS
- United Kingdom Health Security Agency (UKHSA)
- Department of Health and Social Care
- The school's local health protection team (HPT)
- CSCP (Croydon Safeguarding Children Partnership)

- All staff, volunteers, parents, students, visitors and contractors are made aware of any changes to self-isolation rules.
- The SBM conducts a review of all supplier and contractor arrangements to ensure they are appropriate for the school's current operations.
- SLT reviews relevant school policies to ensure they account for the latest provisions.

- The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is maintained.
- Where heating has been switched off or energy supplies for heating have been isolated, a suitably trained individual switches them back on, as required.
- The Facilities Manager checks that all ventilation systems, including fume extraction systems, are in working order and that there are no blockages present in external or internal vents.
- All ventilation systems remain energised in normal operating mode.
- Where mechanical ventilation is used, re-circulatory systems are adjusted to full fresh air where possible.
- Ventilation to chemical stores remains operational.
- CO2 monitors are placed in selected classrooms so air quality can be measured. Government air purifiers to be used where available and appropriate.
- Air purifiers deployed where required and where resources dictate;
- Where possible, the windows of occupied rooms are open. In cold weather, where this causes issues with thermal comfort, the following mitigations are put in place where possible:

Classrooms are rearranged to minimise the discomfort caused by draughts from open windows, e.g. by moving desks and chairs

Y

Facilities
Manager



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Fire safety and evacuation routes	<p>High level windows are opened in preference to low level to reduce draughts</p> <p>Ventilation is increased while the space is unoccupied, e.g. during break- and lunchtimes</p> <ul style="list-style-type: none">• A suitably trained individual ensures that all fire detection, alarm system, fire extinguisher and sprinkler checks are up-to-date.• The Facilities Manager and SBM ensure that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed.• The Principal identifies how social distancing measures are to be observed between year and other groups at evacuation points and communicates this to all staff, volunteers, students, parents and contractors.	Y	Facilities Manager / SBM / Principal
Water storage, drainage systems and sanitary appliances	<ul style="list-style-type: none">• A suitably trained individual ensures that checks on all hot and cold water systems, including air conditioning units, are up-to-date.• All water systems, e.g. toilets and taps, are thoroughly flushed at the start of each term, and the Facilities Manager commissions a water treatment specialist to chlorinate water systems where required.• All equipment that uses water, e.g. dishwashers and washing machines, is run through a cycle to flush limescale and bacteria build-up before the start of each term.• A suitably trained individual ensures that checks on all sanitary appliances, including drainage, are up-to-date.• Where necessary, a suitably trained individual switches on any drainage or sanitary systems that were previously turned off or isolated.	Y	Facilities Manager
Lifts, automatic doors and plant equipment	<ul style="list-style-type: none">• The Facilities Manager checks that lifts, stairlifts and automatic doors where applicable are in working order.• The Facilities Manager ensures that any mandatory inspections for lifts, stairlifts and automatic doors are up-to-date and arranges any required inspections as soon as possible.• A suitably trained technician checks the integrity and working order of any plant equipment, and that any mandatory inspections are up-to-date – the	Y	Facilities Manager



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	<p>Facilities Manager ensures any required inspections take place as soon as possible.</p>	
Cleaning	<ul style="list-style-type: none"> ● The Facilities Manager implements a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> - Regular cleaning of rooms and shared areas (including classrooms, playgrounds and eating areas) that are used by different groups. - Additional cleaning via classroom teacher and students on entry and exit. - Frequently touched surfaces being cleaned more often than normal. - Provision for ensuring toilets are cleaned regularly. - Disinfectant is sufficient to clean an area. Rooms will be fogged if a coronavirus case is confirmed in school. - Regular meetings are held with the appropriate contractors to confirm processes and enhanced routines. - Staff and students are able to carry out additional cleaning at the start and end of lessons. ● Additional cleaning products are available for students to ensure that their working areas have been recently cleaned. Any waste will be disposed of in lidded bins. ● Where necessary, the number of rooms used by staff and volunteers is limited to avoid the spread of infection. ● All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed. ● All areas that remain temporarily closed or partially closed for cleaning or infection control purposes are clearly identified. ● Adequate amounts of suitable cleaning agents are available. ● PPE is available to members of staff who require it to carry out cleaning safely. 	<p>Y</p> <p>SBM/Facilities Manager</p>
	<ul style="list-style-type: none"> ● Anyone who displays symptoms of coronavirus are strongly recommended to carry out a test 	<p>Y</p> <p>SLT/All Staff</p>



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Minimising contact with potential or confirmed coronavirus cases

- A list of all visitors and their contact details is maintained for 14 days and then securely destroyed. Visitors should only be essential visitors / visitors on-site to be kept to a minimum and only those deemed absolutely essential.
- Instances of staff, students, visitors and volunteers displaying symptoms of coronavirus are managed in line with local and national guidance.
- Students awaiting collection are moved to an area where they can be isolated behind a closed door. If it is not possible to isolate the student, they are moved to an area which is at least two metres away from others. If required, a member of staff supervises the student. A mask will be provided if not already wearing one.
- If the student needs to use the toilet while awaiting collection, they use a separate bathroom if possible. The bathroom is cleaned and disinfected using standard cleaning products before being used by anyone else.
- PPE is worn by supervising staff if direct personal care is needed and they cannot maintain a distance of two metres.
- Anyone who comes into contact with a symptomatic individual washes their hands thoroughly for 20 seconds.
- The area around the symptomatic individual is cleaned with normal household bleach/disinfectant after they have left the premises.
- Staff members who have helped someone with symptoms will need to follow the Government guidance on contact tracing.
- The school does not routinely take the temperature of students.
- The school refuses to admit a student who is displaying symptoms of coronavirus and their parents are insisting their child attends if, in its reasonable judgement, the student poses a risk of infection to other members of the school community.
- Staff must try to maintain social distance when using the school car park

Testing:

Testing

- The school recommends but does not enforce that both students and staff should carry out tests if they believe they have symptoms of COVID-19.
- Anyone in school who displays symptoms is strongly encouraged to get a test. In the event of an outbreak the school will advise the local health team and or director of public health

Y

SLT



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- If the school believes an individual may face barriers to accessing a test elsewhere, the school provides them with a home testing kit where resources are available.
- Parents and staff are asked to inform the school immediately of test results.
- If an individual tests negative, they feel well and no longer have coronavirus symptoms, they must attend site
- If an individual tests positive, it is recommended that they self-isolate in line with government guidance: Living with COVID.
- Individuals who test positive are encouraged to report on the NHS
- Students and staff are advised to follow any instructions given via NHS
- Any student not on site due to COVID and/or valid COVID related reasons must access remote learning, if well enough to do so
- If a member of staff receives notification, the school will consider the action that needs to be taken to ensure continuity of education.
- Test kits stored on the school site are kept at ambient room temperature (5 to 22°C).

Confirmed cases of coronavirus or any new variant

- Where an individual(s) in the school community tests positive for coronavirus, the Principal's Admin team will contact external advice where required. All must follow guidance on People with COVID-19 and their contacts
- The school works with the DfE's dedicated coronavirus advice service (or local HPT if the case is escalated) to carry out a rapid risk assessment and identify appropriate next steps.
- Close contacts no longer need to be informed by the school
- A record is kept of students and staff in each bubble and of any close contact between individuals at school.
- The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation but acknowledges that this can be helpful.

Y

**SLT/Principal's
PA**



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Hand cleaning and respiratory hygiene

- Hand washing and sanitising stations are set up, providing soap and water, bins, and alcohol-based hand sanitiser.
- Adequate amounts of soap, tissues and bins are available in the relevant areas.
- Students and staff are encouraged to wash their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms, and before and after eating.
- Younger students and those with complex needs are supported to ensure they adopt good hand cleaning and respiratory hygiene practices.
- Visiting guests must use sanitizer before entering the school site.
- Rooms selected for use will provide suitable ventilation to allow the air to be refreshed in line with “hands, face, space, replace” government guidance.

Y

All

Social distancing

- The Social Distancing Policy is shared with all relevant members of the school community and adhered to as far as possible.
- Students are given regular reminders of why social distancing is important and the opportunity to speak to staff about how they are finding adhering to the social distancing measures.
- Students are separated into bubbles.
- Most bubbles are the size of a year group (less during a national lockdown) to enable the school to deliver the full range of curriculum subjects and ensure students receive specialist teaching. Students do not mix with those outside of their bubble and social distancing is maintained within a bubble as much as possible.
- Some students (specific year groups) are permitted to make their own way to and from lessons, however they must do so quickly, avoiding other bubbles and maintaining social distance wherever possible.
- Staff can move between bubbles, but minimise close contact with others whilst doing so.
- Staff maintain a two-metre distance from each other and from students, where possible. Where maintaining a two-metre distance is not possible, staff avoid close face-to-face contact and minimise the time spent within one metre of anyone.
- Students’ EHC plans are provided as normal.
- Visual aids are used to display social distancing measures.

Y

All



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- Students take break times and lunchtimes in their bubbles, and these breaks are staggered throughout the day.
- The use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings
- Where students, staff or volunteers cannot follow social distancing arrangements for a particular activity, the Principal assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential.
- Where first aid must be administered in close proximity, those administering it undertake infection control measures immediately afterwards, in line with HSE guidance.
- Increased social distancing for all school events such as performances or parental events.
- Attendance capacity for all school events such as performances and parental events to be decreased by 25%
- Scheduled movement around the allocated venue for all school events such as performances and/or parental events
- The use of supply teachers, peripatetic teachers and other temporary staff members will be restricted especially during a national lockdown of local outbreak.
- The school will recommend the best method of travel when moving across the school to limit any bubble interaction. Teachers are required to manage movement and avoid congestion wherever possible for specific year groups.

Resources

- Staff and students have their own individual and frequently used items, e.g. pencils and pens.
- Classroom resources, e.g. books and games, can be shared within a bubble and are cleaned regularly.
- Resources that are shared between bubbles, e.g. sports equipment, are thoroughly cleaned before they are used by a different bubble or rotated to allow them to be left unused for the appropriate period of time. 48 hours (or 72 hours for plastics) between use by different bubbles.

Y

All



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<p>Lateral Flow Device Tests</p>	<ul style="list-style-type: none"> ● Students only bring essential items to school each day, e.g. lunch boxes, coats, books, stationary and mobile phones. ● Students are permitted to bring bags to school. ● Any shared resources that need to be taken home by students and staff are appropriately cleaned or a rotation is put in place. 	<p>Y</p>	<p>Principal / Facilities Manager</p>
<p>PPE and face coverings</p>	<ul style="list-style-type: none"> ● Face-coverings to be worn ● The school has a contingency supply of face coverings. ● Anyone struggling to access a face covering, or unable to use their face covering because it has been forgotten or soiled, is provided with one from the school's contingency supply. ● PPE is distributed to staff who provide intimate care for students in need and for cases where a student becomes unwell with symptoms of coronavirus whilst in school and a distance of two metres cannot be maintained. ● Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties. ● Shielding expectations may be reintroduced following government guidance. ● Used PPE is disposed of properly using bins provided around the school. ● All PPE waste is put in a plastic rubbish bag which, once full, is tied and placed in a second tied bag and stored in a suitable and secure place, marked for storage for 72 hours. Following this period, it is put in the communal waste area. ● Staff and students are not prevented from entering or attending school on the grounds that they are not wearing a face covering. Where required face coverings are provided. ● Staff are required to sign in at Reception. 	<p>Y</p>	<p>Principal / SLT/ Staff / Facilities Manager</p>



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<p>Staff/Students with underlying health issues</p>	<p>In line with latest guidance, students under the age of 18 who were previously considered to be clinically extremely vulnerable (CEV) are no longer considered CEV.</p> <ul style="list-style-type: none"> • Previously considered CEV students attend on-site school provision as normal unless they have been advised by their medical specialist to isolate due to their medical condition. • Students who live with someone who is CEV continue to attend school as normal. • Clinically vulnerable staff continue to attend school provided they follow the schools' control measures to minimise the risks of transmission. • A separate risk assessment is carried out for pregnant staff. • The Principal ensures that the school can be adequately and safely staffed. 	<p>Y SLT</p>
<p>Mental health and wellbeing</p>	<ul style="list-style-type: none"> • The SLT discusses the implications on staff and student workload and puts a plan in place to minimise the risk of stress. • All students are provided with the appropriate support as required. • The Principal and the SENCO identify students with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available. • Teachers and the SENDCO work together to ensure students with SEND are prepared for changes to their routine. • The Principal and DSL ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and students have access to psychological support. 	<p>Y Principal</p>
<p>Attendance</p>	<ul style="list-style-type: none"> • Parents are informed that the usual rules on school attendance apply – this means parents have a duty to ensure that their child attends regularly. • The attendance is taken as normal. • Staff are required to enter a 'Q' code (remote learning) when a student is present in their lesson due to the fact they are working from home due to COVID related reasons. An X code must be left on the system if they do not attend the live lesson stream. • Where a student is unable to attend the site because they are complying with clinical and/or public health advice, they are offered access to remote education immediately. 	<p>Y SLT</p>



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- Any concerns from staff, parents and students about being on school site are discussed between appropriate individuals.
- Students who are reluctant or anxious to attend school are identified and relevant staff members develop plans to re-engage these students.
- The school uses the additional catch-up funding, as well as existing pastoral and support services, resources and funding, to put in place measures for those families who need additional support to secure students’ regular attendance.
- Staff and students who have returned to the UK from foreign countries must follow current government guidance.
- Staff are expected to check guidance on any location they are visiting abroad and any quarantine time that would interrupt the “normal” educational experience of the students. The Principal must be informed of any potential disruption ASAP so that appropriate provisions can be put into place to protect the educational experience of all students.

- The Principal and curriculum leaders work with teaching staff to identify curriculum priorities and ensure a plan is in place to provide learning material.
- Learners continue to follow the curriculum maps of their subjects and their normal timetable.
- Remote learning will continue for students affected by COVID-19 via the schools google platform and live lessons. During any contingency plan the school has the ability to revert to remote learning for entire year groups and the school.

Access to learning / Remote Learning

- During any period of whole school remote learning the school will remain open under guidance for vulnerable students and/or children of key workers.
- The Principal and curriculum leaders identify what provision can be reasonably provided for students with EHC plans and other vulnerable students.
- Where appropriate, students with EHC plans and their parents are involved in the planning for their return to school.
- The Principal and curriculum leaders work with teaching staff to ensure education can continue to be delivered to all students who are learning remotely, e.g. those sent home due to COVID related reasons and NHS advice.
- The Principal ensures that students have access to the same resources and learning as those working on-site.

Y SLT



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	<ul style="list-style-type: none">Teachers consider how to support the educational needs of disadvantaged students and students with SEND.Any additional government funding is utilised to ensure students receive the support they need to catch-up on learning and any other educational/cultural experience.		
Extra-curricular activities and wraparound provision	<ul style="list-style-type: none">The SLT determines whether before- and after-school clubs can resume.Before- and after-school clubs are not made available to students if doing so would put them at an increased risk of contracting coronavirus.Continue as normal unless contingency measures are put in place.	Y	SLT
Teaching music	<ul style="list-style-type: none">The Director of PA Faculty ensures staff and students are aware that there is some evidence to suggest that singing and playing wind and brass instruments increases the risk of coronavirus transmissionLessons may be adapted should there be a local outbreak.	Y	SLT
Sports and physical activities	<ul style="list-style-type: none">Continue as normal unless contingency measures are put in place.Lessons and clubs may be adapted should there be a local outbreak.	Y	SLT
Safeguarding	<ul style="list-style-type: none">The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns.The DSL ensures that adequate pastoral care is in place to support students and staff who require it.A trained DSL will be available to be contacted via phone or online video if they are unable to be onsite when under our contingency plan.The DSL ensures the relevant staff have the appropriate training to support students and staff who require pastoral care.The DSL, and their deputies, are provided with time to help them support staff and students in relation to any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies.	Y	SLT



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Behaviour expectations	<ul style="list-style-type: none">● The school's Behaviour Policy sets out behaviour expectations for students and is adjusted as required to reflect the current COVID situation via a behaviour addendum.● Expectations are communicated clearly to staff, students and parents.● Students who are struggling to re-engage with school are supported appropriately.● Normal behaviour policy will be applied unless working on the school contingency plan.	Y	SLT
Catering	<ul style="list-style-type: none">● The SBM liaises with the catering team to ensure the kitchens can remain fully open throughout the term.● The SBM will work with the catering manager, team and admin staff to ensure that students continue to receive access to FSM if isolating or self-isolating under NHS instruction.● Hand sanitiser at all till points for food service during break and lunch (following biometric payment).	Y	SBM
Letting the premises	<ul style="list-style-type: none">● The Principal/SBM assesses whether it is safe to open up or hire out areas of the school premises for use by external bodies or organisations.● The Principal and Facilities Manager assess how the school's protective measures will operate if areas of the school are hired out.	Y	Principal/SBM/FM
Transport	<ul style="list-style-type: none">● Where necessary, dedicated school transport is restricted to essential use only, and infection control and social distancing measures are implemented.● The use of public transport to and from school is minimised as far as possible. Where it is necessary, students are encouraged not to travel during peak times, and staggered start and end times to the school day are implemented to ensure this is possible.● Students are given clear messages about minimising the use of public transport and how to reduce the risks of transmission outside school.● Students are informed that they must follow the rules on wearing face coverings on public transport (this does not include exempt individuals).● Students are advised to wear face coverings on dedicated school transport (this does not include exempt individuals).	Y	SLT



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Educational visits	<ul style="list-style-type: none"> ● Educational Visits are not permitted at this time. ● Continue as normal unless contingency measures are put in place. 	Y	SLT
Uniform	<ul style="list-style-type: none"> ● School uniform must be worn by those students physically attending school. ● Those students being educated remotely must ensure that they are dressed appropriately for a remote learning environment. ● Expectations of uniform are communicated to students and parents. 	Y	SLT
Communication	<ul style="list-style-type: none"> ● The Principal puts into place any actions or precautions advised by the DfE’s helpline or local HPT if necessary. ● The Principal liaises with the LA where necessary and includes any local guidance in the Coronavirus (COVID-19): Staff Handbook, where required. ● The school’s website is kept up to date with any important information regarding the running of the school during the pandemic, e.g. local arrangements. ● Social media is used to reinforce messages to families and students. ● Parents are informed via letter (emailed home) about the relevant information regarding the running of the school during the pandemic, including any pick-up and drop-off arrangements. ● Parents and their children are encouraged, where possible, to walk or cycle to school. ● Staff and volunteers are informed via email about the relevant information regarding the running of the school including any changes to the workday, e.g. staggered lunchtimes and social distancing. ● Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues. ● All staff, students and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms. ● The Principal liaises with the governing board about possible arrangements for running the school during a local outbreak, where necessary. ● Students are informed about the relevant information regarding the running of the school at all times e.g. social distancing measures and how lessons will be delivered. This will be achieved via Tutors and communication home to parents. 	Y	Principal / SLT



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- The SBM/Facilities Manager communicates with suppliers and contractors regarding the running of the school during a local outbreak and reinstating or suspending the supply of any required goods or services.
- The Principal informs staff, volunteers and the governing board about the arrangements for meetings that would ordinarily take place in person, e.g. interviews, and how these will be carried out in line with social distancing guidance.
- Social distancing and infection control measures are explained to all contractors and visitors upon their arrival.
- A record is kept of all visitors and contractors that come to the school site.

Contingency planning

- All purple highlighted sections of this risk assessment reflect the actions that will be taken as part of the school's contingency planning in conjunction with the other actions stated.
- Should there need to be another lockdown, or there is an increase in COVID related cases the school contingency plan will be put into operation.
- Full Contingency Plan is located on our website.

Principal

Related documents

Social Distancing Policy Statement, Child Protection Policy & Covid 19 addendum, Health & Safety Policy and Procedures & Safeguarding Action Plan & Updates Covid 19

[Covid 19 Related Documents / COVID-10 RESPONSE: Living with COVID-19 / People with COVID-19 and their contacts](#)

We want all at SHS to believe in and maintain the values of our school:

