

Risk Assessment Summary

Here are the key things we are doing to keep your child and adults safe at Southend High School for Girls

Please see the Risk Assessment for details to support the themes below.

Part 1: How to reach us

If a parent, carer or member of the public needs to reach us about a COVID-19 related issue regarding a child or adult's safety, the direct line of communication is:

Phone line: Reception 01702 588852

Email: COVID@SHSG.ORG

SHSG's response to COVID-19 is based on 3 principles:

1. Student safety and well-being
2. Staff safety and well-being
3. High quality curriculum delivery

A specialised team of NHS Mental Health Nurses will be on site all year to support students and staff as part of our mental health trailblazer initiative.

Part 2a: Movement around the school and social distancing

- A colour-coded map clearly illustrates zones and routes.
- Each year group has their own entrance and exit point
- Each year group has their own self-contained learning zone/bubble
- Each year group has their own outside space
- Each year group has their own toilet facilities
- All classrooms are set out with desks facing the same way or with Perspex screening where necessary, for example between computers.
- Teachers have a marked 2m space from the nearest desk and a large, moveable Perspex screen.
- A staggered end time is in place to prevent congestion coming out of school, and for public transport at home time.
- Gatherings will be minimised and numbers kept to a maximum of 30 wherever possible. Assemblies, for example will be either recorded or done to tutor groups via Teams. Staff meetings will be in groups of a maximum of 30 or via Teams.

Part 2b: Maintaining high-levels of hygiene

- Hand sanitisers are easily accessible everywhere around the school, including outside of classrooms.
- Specialised fogging is used to clean areas such as practical spaces. Only one class uses a practical room in a day.
- Extra cleaning staff have been employed to be on site all day.
- Students will clean their hands when entering a classroom

Part 2c: High-quality curriculum delivery

- For the most part, a normal timetable is in place. The only exceptions are for practical subjects where approximately three-fifths of allocated practical time is in specialised spaces.
- *Microsoft Teams* and *Show My Homework* will be used to encourage high-quality online delivery where necessary, and to move to a more paperless system to support health and safety.
- Students, with permission from their teachers, can use their personal devices during lessons to support learning.
- Classwork books are not handed in. Where homework is handwritten, each student has a separate homework book, handed in and left for 72 hours before marking.

Part 2d: Excellent behaviour to keep each other safe

- Expectations and consequences related to social distancing are made clear in the amendments to the Behaviour Policy.
- Seating plans will be in place to support any potential track and trace information.
- A mid-day supervisor has been appointed for every zone during lunch time, supported by the Head of Year.
- Lunch time and after school detentions will not run, but sanction-tasks will be set and all behaviour recorded and monitored on SIMS and/or SMHW.
- An open-school approach is used during wet break and lunch so students can stay in classrooms wherever possible. Behaviour will be monitored and expectations are high. We expect self-discipline and mature behaviour from every year group.

Part 2e: Catering

- Each year group has their own food pick-up point
- Students are encouraged to bring in a packed lunch and drink.
- Food can be ordered in advance via an app. Students can order during tutor time in the morning on their phones.
- FSM are provided for.

Part 2f: Emergency plans

- Fire evacuation positions will be amended to spread out bubbles
- Fire drills will be carried out one bubble at a time in the first two days of term.
- A system and training for staff to engage with track and trace is in place.
- Parents and students are required to engage with track and trace,
- In the event of a positive case of COVID-19, contact will be made with the local public health protection team and all advice will be followed. Year groups are in bubbles making it easier to identify where contact has been made and the duration of the contact.

Part 2g: Reducing risks for clinically vulnerable staff and vulnerable children

- All staff in the extremely clinically vulnerable category will be interviewed by the HR Department to discuss modifications that will be put in place to support their health and safety. This might include reducing movement around the school and not being asked to do a duty. For a member of support staff, this might include some home-working or changes to the working environment.
- All children in the extremely clinically vulnerable category or SEND will have an individual risk assessment and meeting with a school leader wherever necessary.