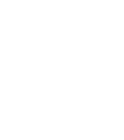
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PRINCE WILLIAM SCHOOL

Guidance for Parents and Carers

regarding COVID-19

SEPTEMBER 2021

(subject to change if Government guidance changes)

**A summary of the ‘Guidance for Schools’ from September 2021**

Government’s guidance is shown in the blue boxes and our response is shown below in plain text.

**Overview**

As the country moves to Step 4 of the roadmap, the government will continue to manage the risk of serious illness from the spread of the virus. This marks a new phase in the government’s response to the pandemic, moving away from stringent restrictions on everyone’s day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus

that we learn to live with, there is now an imperative to reduce the disruption to children and young people’s education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for two doses by mid-September.

**Mixing and ‘bubbles’**

At Step 4 we will no longer recommend that it is necessary to keep children in consistent groups (‘bubbles’)…and you no longer need to make alternative arrangements to avoid mixing at lunch. You should make sure your outbreak management plans cover the possibility that in some local areas it may become necessary to reintroduce ‘bubbles’ for a temporary period, to reduce mixing between groups.

We will no longer require students to stay in separate year group areas before school or at break or lunch times. However, tutor groups have largely been assigned so that year group areas (as per the map at appendix B) can be returned to at a moment’s notice if necessary. We will keep separate times and places for each year group for buying food at break and lunch because this worked so well, and likewise we will keep separate indoor areas for year groups at break and lunch time if it is raining (or extremely cold).

**Face coverings**

From 19 July, the government is removing the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don’t normally meet. This includes public transport and dedicated transport to school or college.

If there is an outbreak in your nursery, school, or college, or if your nursery, school, or college is in an enhanced response area, you might be advised that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff, and visitors, unless exempt)

From September 2021, we expect all students to continue to wear face coverings on school buses, but we will not require anyone to wear a face covering around the school. However, all students and staff are welcome to wear face coverings at any time if they wish to do so. We have good stocks of face masks should it become necessary to wear face coverings more widely again.

**Control measures**

1. Ensure good hygiene for everyone

2. Maintain appropriate cleaning regimes.

3. Keep occupied spaces well ventilated.

4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

1. We will continue to encourage students to wash their hands or sanitise regularly throughout the day. Posters will remain around the site and sanitised will continue to be available in all classrooms and at the Canteen, Pit Stop, and Pod. We will continue to encourage students to follow the ‘Catch it, bin it, kill it, approach.
2. Daily cleaning of high use areas such as the canteen and toilets will continue.
3. We will continue to keep open (non-fire) doors and windows to ensure good ventilation (whilst maintaining a comfortable temperature). We will encourage students to be outside before school and at break and lunch times unless it is raining.
4. Students and staff should not come to school if they have symptoms of Covid-19 and/or have a positive LFD test. They should isolate and get a PCR test and follow stay at home guidance.

**Asymptomatic Testing**

Schools will only provide tests for twice weekly asymptomatic testing for pupils and staff over the summer period if they are attending school settings. However, testing will still be widely available over the summer and kits can be collected either from your local pharmacy or ordered online.

As pupils will potentially mix with lots of other people during the summer holidays, all secondary school pupils should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term. Settings … can stagger the return of pupils across the first week to manage this. Pupils should then continue to test twice weekly at home until the end of September, when this will be reviewed. Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.

Students will start the term in September 2021 in a staggered manner to facilitate the testing of each year group in turn, keeping students in small groups until the testing of each year group is complete to minimise potential number of close contacts.

After the initial two tests in school, home-testing kits will be issued so that all students can test twice a week until the government reviews that practice.

We will only test students for whom we have parental consent to do so. We will use the consent that we have previously obtained from parents/carers for existing students, but parents/carers of students new to the school will need to fill in a consent form to confirm whether they consent or not.

**Confirmatory PCR tests**

Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance. They will also need to get a free PCR test to check if they have COVID-19. Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn’t have COVID-19 symptoms.

If anyone tests positive, or develops symptoms of Covid-19, they will be sent home/should stay at home to isolate until they get the result of a PCR test. If the test is positive, they must follow NHS Test and Trace guidance.

**Tracing close contacts and isolation**

Close contacts will be identified via NHS Test and Trace… 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... From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test.

Any close contacts of a positive case will be identified and asked to get a PCR test, but they will be allowed to stay in school unless they develop symptoms or test positive themselves.

**Prince William School**

**More Detailed Guidance**

1. **Attendance**

School attendance is mandatory for all children of compulsory school-age, and it is a priority to ensure that as many children as possible regularly attend school. All children, including those who are Clinically Extremely Vulnerable, should attend school unless they are one of a very small number under pediatric or other specialist care who have been advised by their GP or clinician not to attend.

If a student has symptoms of Covid-19, or tests positive on a Lateral Flow Device (LFD) test, the school must be informed, and the student should be kept at home while they get a PCR test and wait for the result of that. If the PCR test is negative and has been done within 2 days of a positive LFD test, it overrides the self-test LFD test, and the student can return to school as long as they do not have Covid-19 symptoms. If it is positive, the student must follow NHS Test and Trace instructions. If a student is isolating, work will be set on Edulink for them to complete if they are well enough to do so.

**Close contacts**

From September, students under the age of 18 years and 4 months who are identified as being a close contact of a positive covid-19 case will be contacted by NHS Test and Trace and asked to take a PCR test. They will not be required to isolate and can continue to come to school unless the result of the PCR test is positive. Students over 18 will be treated in the same way until 4 months after their 18th birthday, giving them opportunity to get fully vaccinated. After that they will be subject to the same rules as adults meaning they will need to isolate if they are identified as a close contact and not fully vaccinated.

1. **Uniform**

Our usual uniform policy will continue, including the usual rules about piercings and jewellery as well as electronic items such as mobile phones, which will be confiscated if they are seen or heard on the school site at any time during the school day. Confiscated items will be handed to the Headteacher’s PA and returned at the end of the school day. The student will also have to complete a 10-minute lunchtime detention.

We recognise that some families will be suffering hardship at this time due to the financial impact of the pandemic. There is a very good range of second hand uniform available, so please contact [jgiddings@princewilliamschool.co.uk](mailto:jgiddings@princewilliamschool.co.uk) if you need assistance with acquiring uniform for the start of term. We would also welcome donations of uniform items that have been grown out of and can provide a ‘uniform swap’ facility if required too.

1. **Transport to school**

The government continues to encourage students to walk or cycle to school wherever possible. For those students who would normally come to school on the school bus, the usual bus routes will be available but there will be no social distancing measures.

1. **Face coverings/masks**

From September 2021, we expect students to continue to wear face coverings on the school buses but will not require anyone to wear a face covering on site. However, all students and staff are welcome to wear face coverings at any time if they wish to do so.

1. **Bags, books, and equipment**

Bags are necessary for students to carry the equipment needed for lessons and the usual expectation (as set out in our ‘Ready to Learn’ policy) is that all students always have at least a pen, a pencil, an eraser, a ruler, and their ID badge. We have found that students having their own headphones for music lessons is also extremely helpful, and hygienic, so encourage students to bring headphones to school too. We also ask all students to bring a reading book into school each day.

1. **Year group areas**

Government guidance is that from September we will not have to keep year groups separated. We will no longer require students to stay in separate year group areas before school or at break and lunch times. However, tutor groups have largely been assigned so that we can return to year group areas (as per the map at appendix B) if necessary, as part of our Outbreak Management Plan. However, we will continue to use four entrances to the site at the start of the day, so would advise year groups to use the allocated entrances and areas at the start of the day as they will be close to their tutor rooms.

**We will keep separate times and places for each year group for buying food at break and lunch because this worked well**. Mindful, of the fact that the virus is more likely to be transmitted in indoor spaces, we will ask students to stay outside as much as possible at break and lunch times and we will continue separate toilets and indoor areas for year groups to use if it is raining or extremely cold. This will avoid overcrowding in certain areas.

|  |  |  |  |
| --- | --- | --- | --- |
| **Year group** | **Recommended entry to site and**  **pre-school area** | **Tutor rooms** | **Toilets and indoor area for break and lunch times** |
| **7** | Access road around the left side of school; back car park area by H block | H and D block | H block toilets and central area. |
| **8** | Through pedestrian gate on the left of front of school; front of school area | E block | E block toilets and central area. |
| **9** | Through car park next to Astroturf and along ‘tunnel’ to memorial garden | M, B & C block | M block toilets and M3, M4, & M5. |
| **10** | Through car park next to Astroturf; area front of science block | G & J block | G block toilets and central area + G2, & G3. |
| **11** | Through car park next to Astroturf; area behind fitness block | Science block | Science block toilets and central area (access from rear ‘exit’). |
| **12 & 13** | Through pedestrian gate on the right of front of school; area by sixth form. | Central area | Sixth Form Centre |

We will re-open the library for use at break and lunch times, but, similarly, to avoid overcrowding of this indoor space whilst providing fair access to it, only one year group will be allowed to use it each day:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Library**  **rota** | Year 7 | Year 8 | Year 9 | Year 10 | Year 11 |
| Monday | Tuesday | Wednesday | Thursday | Friday |

1. **Private study areas for Sixth Form Students**

As well as the study areas in the sixth form centre, sixth form students will be able to use the library and the central areas in each block around the school during periods when they do not have a taught lesson.

**8. Food and drink**

The Canteen, Pod and Pit Stop will be open as before. Having multiple food outlets and designated times and places for each year group helped to keep the site calm and well-ordered at break and lunch, so we are going to keep this system going forward.

The rota from September will be as below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **The Canteen** | **The Pit Stop** | **The Pod** |
| **Break time** | 10.55 - 11.05 | Year 7 | Year 11 | Year 9 |
| 11.05 - 11.15 | Year 8 | Year10 | Year 12/13 |
|  |  |  |  |  |
| **Lunch time** | 12.55 - 1.05 | Year 7 | Year 11 |  |
| 1.05 - 1.15 | Year 7 | Year 9 |
| 1.15 - 1.25 | Year 8 | Year 10 |
| 1.25 - 1.35 | Year 12/13 |  |

The water fountains are available around the site for students to refill water bottles and there are also ‘hydration stations’ at both Pit Stop and Canteen so that students can top up their water bottles at lunch time from there too.

Students will be able to pay for their food and drink using their ID badges as usual at all outlets. We now operate a completely cashless system in school and students are only able to buy food using their ID badges which are linked to their ParentPay accounts. These **accounts must be topped up online** because **students will not be able to use the revaluation machines** in the English foyer to add funds to their accounts.

Students cannot buy food from any outlet if they do not have sufficient funds in their Parent Pay account, and, **from September, they will no longer be able to get a yellow ‘credit’ slip at the food outlet concerned.** If a student does not have sufficient funds in their account, they will need to go to the finance office for a ‘yellow slip’ which will enable them to get a meal, but parents/carers are expected to top their child’s account up and pay off the I.O.U. as soon as possible.

**9.** **Classrooms**

To encourage good hygiene, we will continue to have sanitiser and tissues available in all classrooms.

There is no guidance about keeping all students in rows facing the same direction from September, so staff may change the layout of the furniture around in their rooms if they wish to do so.

**10. Ventilation**

It continues to be important to keep all indoor spaces as well ventilated as possible, so we will continue to keep (non-fire) doors open where possible. Internal corridor doors (except fire doors) should be kept open at all times and external doors should also be kept open except when it is too cold to do so.

**11. The Curriculum and Timetable**

We will continue to provide a broad and balanced curriculum across the school which enables all subjects to inter-relate and for learning in one area to support learning in another. We will continue to operate a three-lesson day, with each lesson being 100-minutes long because this minimises time spent travelling between lessons, keeps the site calm and purposeful, and enables teachers to utilise the longer lesson-time to maximise deep learning.

The times of the school day will therefore continue to be as follows:

08.55 – 09.15 Tutor time/assembly

09.15 – 10.55 Period 1

10.55 – 11.15 Break

11.15 – 12.55 Period 2

12.55 – 13.35 Lunch

13.35 – 15.15 Period 3

**12. Personal hygiene**

Hand sanitiser and tissues will continue be available in every classroom and students will be encouraged to sanitise their hands regularly and to use the “Catch it, bin it, kill it” approach to respiratory hygiene.

There will also be sanitiser at food outlets and students will be expected to sanitise their hands before purchasing and consuming food and drink.

Students should obviously also wash their hands after going to the toilet and there are posters above basins reminding students to wash them for at least 20 seconds on each occasion and of the correct method to use in line with the current COVID-19 guidelines.

**13. Fire alarm**

If the fire alarm sounds, students should follow the established quickest routes out of the building and out to the Astroturf. There, they will line up in their year-group-based tutor groups ready for the register to be taken.

**14. Leaving the school site**

At the end of the school day students may leave by the quickest route to the car park using the pedestrian gates, the route through the car park by the astroturf, or the service road around the side of the school which leads to the Humanities block. Staff will monitor the car park at the end of each day, as usual.

**15. Student wellbeing**

The pastoral team and the Hub will continue to offer support to students and the school also has access to counselling for some students.

If a student feels unwell or needs first-aid they will be asked to go to reception for care as usual.

If a student who is suspected of having symptoms of coronavirus is awaiting collection, they will be moved to the medical room near reception which has a window which can be opened for ventilation. They will be isolated in that room behind a closed door and monitored remotely by reception staff. If the student needs to use the toilet while waiting to be collected, they should use the toilet next to the medical room, and reception staff will then put a sign on that toilet door to tell staff not to use it until it has been thoroughly cleaned.

There are two reserve medical rooms that can be used in a similar way as necessary. PPE will be worn by staff caring for the child while they await collection if a distance of 2m cannot be maintained.

**16. Safeguarding**

The safeguarding of our children and families is our highest priority. The level of support and vigilance that we show towards our children and families will continue at the high standard it has always been.

We will be working hard to ensure all students return to school and will be contacting any who do not. This welfare call will include a check to see how the child and family are doing as a whole and to offer any support that may be needed at that time.

1. **Contingency Planning**

A separate Outbreak Management Plan (Appendix A) sets out how the school would respond to a number of scenarios should there be concern about the local infection rate or a Variant of Concern. If advised to do so by government or public health authorities, we may re-introduce any or all of the systems and practices that we have had in place at time during the last academic year.

1. **Risk assessment**

The Headteacher and EMAT have completed a Risk Assessment and an Outbreak Management Plan for Prince William School, although it is recognised that they will be subject to change as medical advice and government guidance change.

**Appendix A – Outbreak Management Plan**

# COVID-19: Outbreak Management Plan for September 2021

Please note: Please note: this document is an appendix to the school’s main risk assessment, it should be undertaken in conjunction with the school guidance updated by the Department for Education on 24th May 2021 as follows: Actions for schools during the coronavirus outbreak. It outlines how the school would operate if any of the approaches for easing and tightening of measures, including possible attendance restrictions, become necessary in the local area. This includes how we would ensure every student receives the quantity and quality of education and care to which they are normally entitled, whether onsite or remotely.

ACTIONS SHOULD ONLY BE INSTIGATED IF ADVISED DIRECTLY BY DfE, PHE or the LA

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| School name: | Prince William School | Assessment conducted by: | Elizabeth Dormor | Job title: | Headteacher |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date of initial assessment: | 12/7/21 | EMAT date of assessment: | 15/7/21 | Date of latest review: |  |

|  |  |
| --- | --- |
| Related documents | |
| **DfE documents:** | Schools coronavirus (COVID-19) operational guidance - GOV.UK ([www.gov.uk](http://www.gov.uk))  Contingency framework: education and childcare settings - GOV.UK ([www.gov.uk](http://www.gov.uk))  This framework is separate to the processes in place for managing outbreaks and operational  challenges. Any restrictions on education are always a last resort and should only be  initiated following a ministerial decision. Any measures will be kept under review and  should be lifted as soon as the public health and scientific advice says it is appropriate to  do so |

|  |
| --- |
| Key to Ownership and Monitoring |
| * **CEO** – Chief Executive Officer * **HT –** Head teacher * **COO** – Finance Operations Director * **HR –** Human Resources |

**Risk matrix**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Risk rating  High (H), Medium (M), Low (L) | | **Likelihood of occurrence** | | |
| **Probable** | **Possible** | **Remote** |
| **Likely impact** | **Major:** Causes major physical injury, harm or ill-health. | H | H | H |
| **Severe:** Causes physical injury or illness requiring first aid. | H | M | L |
| **Minor:** Causes physical or emotional discomfort. | M | L | L |

| Areas for concern | Risk rating prior to action  (H/M/L) | Control measures | In place?  (Y/N) | Further action/comments | Residual risk rating  (H/M/L) | Owner | Monitor | Review Cycle |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Facilitating testing**  **Secondary schools should plan for the possibility of the reintroduction of an Asymptomatic Testing Site (ATS) in their school.** | | | | | | | | |
| **1.1 Asymptomatic testing in school when students return to school** | | | | | |  |  |  |
| **The school is not ready to provide for all students to be tested on return to school in September 2021, or at any other time it is required.** | H | * Personnel to do the testing have been employed * The Hall will be set up as a ATS for time required * Consent has been obtained from parents/carers * Phased return of students to enable asymptomatic testing organised * Routines established in March to be used | TBC  Yes  TBC  Yes  Yes | * Plan for testing keeps students in small groups until testing is done | L | HT | COO | Monthly |
| **1.2 On-going asymptomatic testing of staff and students** | | | | | |  |  |  |
| **Home testing kits are not used as intended** | M | * Home testing kits distributed to staff and students * All staff and students encouraged to test as required and report results to NHS * Surprising trends of results investigated | Yes  Yes  If required | * If necessary, require reporting of results on Forms to school as well. | L | HT | HR | Monthly |
| **Need to set up an ATS for regular use in school** | M | * Set up ATS in Hall semi-permanently * Employ personnel to do the testing * Create routine testing process – one year group per lesson | If required  Yes |  | L | HT | COO | Monthly |
| **2. Minimising Transmission**  **If there is concern that community transmission is accelerating, the DfE of PHE may advise for some or all of the following to be considered.** | | | | | | | | |
| **2.1 Face coverings** | | | | | |  |  |  |
| **High prevalence of Covid-19 or a variant of concern** | M | * Temporary re-introduction of face-coverings for staff and students in communal areas indoors * Temporary re-introduction of face coverings in tutor time * Temporary re-introduction of face coverings in all lessons * In all circumstances, those who are exempt will not have to wear a face covering * Face visors can be used as an alternative if cleaned between uses | Any or all used as required |  | L | HT | CEO | Monthly |
| **2.2 Year group areas and one-way system** | | | | | |  |  |  |
| **High prevalence of Covid-19 or a variant of concern** | M | * Temporary re-introduction of year group areas at break and lunch times to minimise social mixing * Temporary re-introduction of the one-way system around school to minimise face-to-face contact | To be used if required |  | L | HT | CEO | Monthly |
| **2.3 Layout of rooms and offices** | | | | | |  |  |  |
| **High prevalence of Covid-19 or a variant of concern** | M | * Temporary re-introduction of all classrooms being set out with all desks facing forward and a yellow line marking 2m away from all students for the teacher to remain behind * Department staff rooms not to be used * Meetings help on Teams rather than in offices | To be used if required |  | L | HT | CEO | Monthly |
| **3. Shielding**  **Shielding is currently paused. In the event of a major outbreak or Variant of Concern (VoC) that poses a significant risk to individuals on the shielded patient list, ministers could agree to reintroduce shielding** | | | | | | | | |
| **3.1 Students needing to shield** | | | | | |  |  |  |
| **A major outbreak of Covid-19 or a variant of concern results in some students needing to shield** | M | * Students informed of their need to isolate/shield * Staff informed of which students are shielding * Staff provide high quality work for students to complete at home, enabling them to join lessons on Teams wherever possible | To be implem-ented if required |  | L | HT | CEO | Monthly |
| **3.2 Staff needing to shield** | | | | | |  |  |  |
| **A major outbreak of Covid-19 or a variant of concern results in some staff needing to shield** | M | * Staff provided with equipment, so they are able to work from home * Teaching staff to teach on Teams and school to provide a person in the classroom to facilitate the connection between teacher and class * Teachers provide feedback to students remotely/electronically | To be implem-ented if required |  | L | HT | COO | Monthly |
| **4. Directed attendance restrictions**  **Attendance restrictions should only be considered in extreme circumstances and as a last report, and only when recommended by DfE, LA, PHE, DsPH, HPTs or RPTs.** | | | | | | | | |
| **4.1 Some attendance restrictions are needed.** | | | | | |  |  |  |
| **A major outbreak of Covid-19 or a variant of concern results in instruction to restrict attendance of one - three year groups** | M | * All vulnerable and key workers’ (V&K) children still allowed to attend school * All staff attend school for work (unless they have been instructed to shield) * All students in year 10 – 13 still allowed to attend school * Students in years 10 – 13 taught ‘live’ * Students in year 10 – 13 kept is separate year groups to minimise transmission * Students in year groups at home are set work on EduLink or taught via Teams, as per the systems established in Spring 2021 * V&K students in school move to normal classroom and access learning ‘live’ while the teacher teaches other on Teams or receive support with the work set on Edulink for their class | To be implem-ented if required | * Priority for being able to attend school given to V&K and students due to take public exams in summer 2022 | L | HT | CEO | Monthly |
| **4.2 Further attendance restrictions are needed** | | | | | |  |  |  |
| **A major outbreak of Covid-19 or a variant of concern results in instruction to restrict attendance further.** | M | * All vulnerable and key workers’ (V&K) children still allowed to attend school * Most staff attend school for work (unless they have been instructed to shield) * Students in other year groups may be allowed to attend – priority given to Y11 and Y13 * Students in school taught ‘live’ * Students in school are kept is separate year groups to minimise transmission * Students in year groups at home are set work on EduLink or taught via Teams, as per the systems established in Spring 2021 * V&K students in school move to normal classroom and access learning ‘live’ while the teacher teaches other on Teams or receive support with the work set on Edulink for their class | To be implem-ented if required | * Priority for being able to attend school given to V&K and students due to take public exams in summer 2022 * Staff who can work from home (e.g. admin) may do so. Teachers will need to be in school to deliver face-to-face teaching to those year groups in school. | L | HT | CEO | Monthly |
| **4.3 Safeguarding team to be vigilant and responsive to any threats vulnerable students may face whilst learning remotely** | | | | | | | | |
| **Some vulnerable students may be at increased risk whilst learning remotely** | M | * Trained DSL to be on site everyday * Pastoral and Hub teams to contact vulnerable students regularly to check on their welfare and to encourage them to come into school | Yes  Yes |  | L | HT | CEO | Monthly |
| **4.4 School meals should continue to be available** | | | | | |  |  |  |
| **School meals should continue to be available if the school is partially closed and Free School Meals must be provided to eligible students** | M | * The canteen will operate even if the school does not have all year groups in school * Depending on the number of year groups in school, the Pit Stop and/or the Pod may close, and year groups will be given specific times when they can get food * Vouchers will be supplied to students who are eligible for FSM but accessing their education from home | Yes  Yes  Yes |  | L | HT | COO | Monthly |
| **5. Educational Visits** | | | | | | | | |
| **A major outbreak of Covid-19 or a variant of concern results in concerns about safety of an educational visit** | M | * Headteacher and CEO to discuss and agree response to situation * Risk assessment for visit to be considered carefully * Only students attending school at the time of the visit should be allowed to go on an educational visit. | To be discuss-ed as necess-ary |  | L | HT | CEO | Monthly |

**Appendix B – Map of Year Areas (if we have to return to them)**

Diagram

Description automatically generated