



THE DEAN TRUST
Believe Achieve Succeed

Dean Trust Ardwick

School plans & risk assessment for re-opening following fire incident

January 2024

School plans & risk assessment for re-opening following fire incident

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	Objective	Action Required
Direction and guidance		
A	<p>School is following the advice of trained professionals, Trust instruction and, where appropriate, Government guidance.</p> <p>All Stakeholders are fully informed of any and all provision opportunities.</p>	<ul style="list-style-type: none"> • Regular communicates with updates for stakeholders. • Timely communication to stakeholders (including pupils, parents, staff, governors, trustees and local authority). • Dedicated section of the school website for the incident, detailing home-school communication and remote learning guidance. • Open a 'DTA Community Drop-In' at 422 Manchester to support parents and pupils, addressing concerns and inquiries. • Risk Assessment (Reopening plan) to be shared with governors, staff and parents, and updated as necessary.
Health and Safety		

<p>B</p>	<p>School is adequately prepared to safely accommodate the planned number of staff and pupils for each phase of re-opening leading to a full cohort return.</p>	<p>Physical preparation of site</p> <ul style="list-style-type: none"> • Pre-opening meeting with Estates team to discuss Health and Safety arrangements for reopening the school. • Pre-opening site Health & Safety checks led by Safety Consultant, Headteacher, Estates and Trust H&S lead. • All services were assessed by trained professionals prior to planning provision for a partial re-opening. • Fire evacuation plan and lockdown procedures updated by fire safety expert and shared with all staff and pupils via induction training. • Fire safety expert to plan for a manual fire evacuation in the event of the fire alarm being non-operational. • Current building restrictions (11th Jan) allow for one year group and reduced staffing to be safely accommodated. • Initiate partial reopening, targeting a specific year group. This can be executed safely, as the recent extension allows accommodation for one year group, ensuring isolation from the main building. • Key stakeholders (Governors & Staff Union Reps) essential update meeting prior to partial reopening. • Pupils to access the main-building for PE and toilets only. • Pupils entrance at the back gate will be operating, staff site will be around to support late arrivals or pupils after 9.10am. <p>Classrooms</p> <ul style="list-style-type: none"> • Yr11 pupils will remain in the E Block for all lessons. • Only the KS4 area will be used outside break and lunch <p>School Functions (e.g. admin, medical room, IT, staff room etc.)</p> <ul style="list-style-type: none"> • Medical room relocated to the Pavilion office • Admin, staffroom and other functions relocated to the extension, ARC and pavilion (see appendix) <p>Toilets and showers</p> <ul style="list-style-type: none"> • Toilets on ground floor will be in use for staff and pupils (incl Pavilion and the ARC for Staff) • Pupils needing to use the toilet during lesson time in an emergency, will be alerted by 'on call' and escorted to the toilet. • Pupils will line up outside of the Sports Hall doors during Break and Lunchtime and allowed in to use the toilet in a staggered and controlled manner. There will be a number of duty staff managing the toilets. <p>Catering</p> <ul style="list-style-type: none"> • All kitchen appliances have been checked to ensure they are operational. • The kitchen will be used to prepare food but service will be via the pod and pavilion. • Catering will be served from the Pod and Pavilion. No catering will commence in the main building.
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Supplies and Services		
C	Contractors / suppliers of goods and services are able to fulfill their contracts/business agreements/service level agreements	<ul style="list-style-type: none"> Specialist cleaners appointed to clean the areas of the school that have suffered smoke and water damage. Trust Minor Works Team to support by coordinating / arranging contractors to site Trust and loss adjuster to appoint a project manager to oversee and coordinate the remedial work. Implement procedure at site level to ensure all persons working / visiting site are aware of the procedure/their responsibilities. Contractors required to be signed in and out of site with the estates team Assurance from contractors that they will share their Risk Plans.
Finance and regulations		
D	School is financially secure despite cost pressures	<ul style="list-style-type: none"> Cost in relation to fire damage, insurers needs to be communicated with prior to any work taking place. Review all finance related policies and procedures to determine whether any fixed-term amendments need to be made.
Human Resources		
E	Governors and Staff are adequately prepared to understand risk management, and adapted systems, structures, practices and expected behaviours for each phase of pupil admission leading to a full cohort return.	<ul style="list-style-type: none"> Risk Assessment to be shared with Governors, union reps, staff and parents. Staff briefings to be delivered to staff. Risk Assessment to be shared with parents and placed on website following any revisions from key stakeholder consultation.
G	Staff capacity matches pupil provision and allows school to open.	<ul style="list-style-type: none"> Alternative arrangements for staff and pupils not able to attend school. Ensure staff union guidelines are considered with local reps abreast of provision and staffing. Staff to be briefed on fire evacuation and lockdown procedures prior to entering the site (if applicable)
Staff Wellbeing		
H	Support is provided for staff mental health, wellbeing and professional development needs to address any personal and professional anxieties and/or challenges.	<ul style="list-style-type: none"> HR operating remotely and are still available. Every effort is made to alleviate any concerns staff may have through all school communications. Staff are aware that they can contact their LMs with any concerns. The wellbeing of staff whose rooms have been directly impacted by the fire have been considered - these staff receive direct communication with SLT. Staff voice arrangements to provide colleagues with an opportunity to share concerns Staff will be provided with an FAQ document when they return to site for teaching to ensure that they can adequately answer any questions posed by pupils. The Estates Team will ensure that the windows in fire doors to the Dining Hall and to the Technology Corridor are covered.
Pupil Wellbeing		
K	Support is provided for pupil wellbeing, including their mental health, and the possible anxieties that they, and their parents, may have on returning to school.	<ul style="list-style-type: none"> Provide opportunity for parents to speak to appropriate members of staff by appointment to discuss any concerns regarding school closure or reopening. This will be based at 422 Community Hub. Recovery induction to span across the first half term and to be embedded into the Form Time programme. Staff to be aware of trauma informed strategies as per DSL guidance to identify and recognise pupils requiring further support.

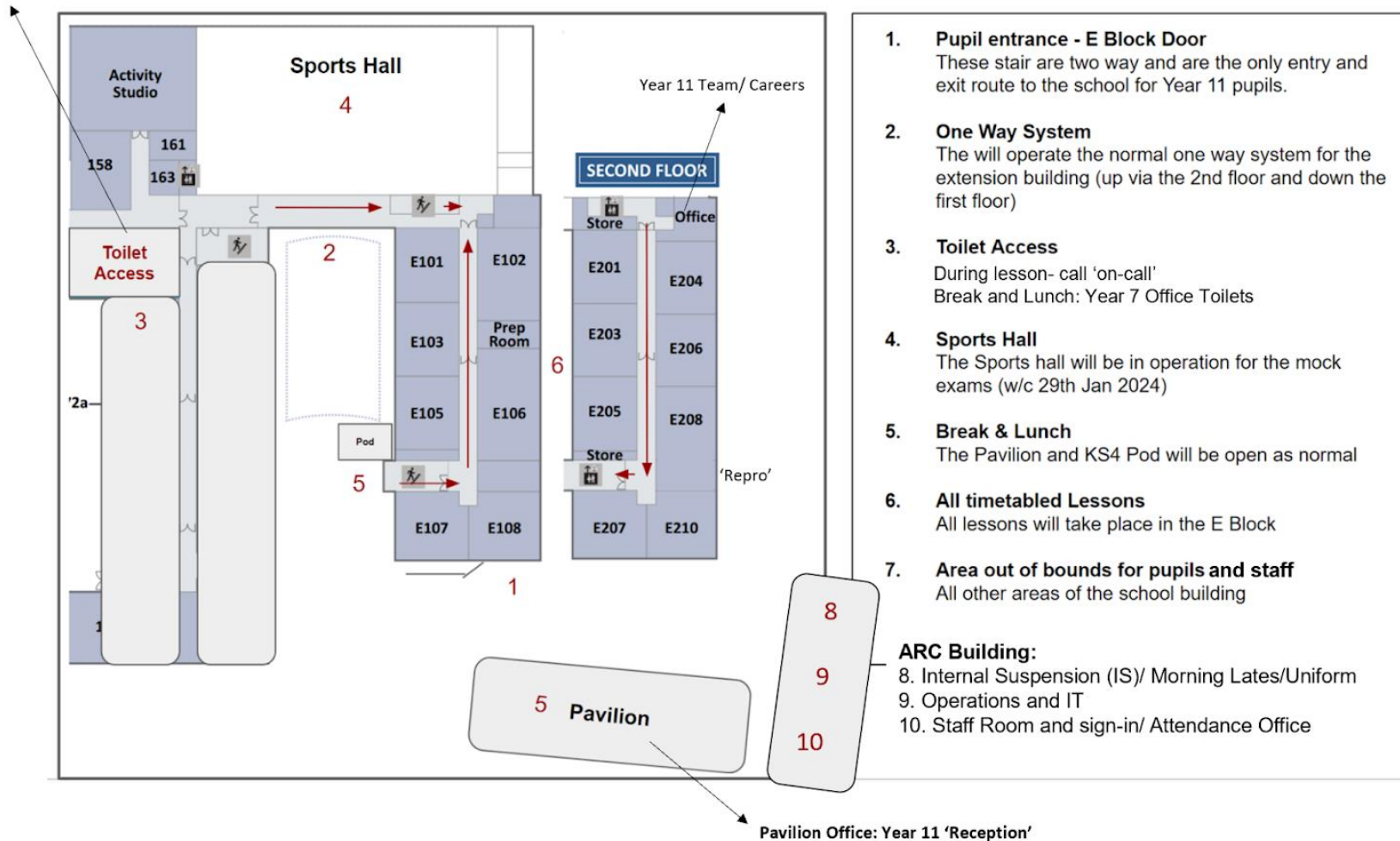
		<ul style="list-style-type: none"> • Mechanisms for pupils to raise concerns and speak to trusted adults informed to pupils through a recorded PowerPoint. This was shared to all pupils via Google Classroom, a link sent through MCAS to parents and posted on the “School Closure January 2024” tab of our school website. • Pupils are encouraged to join the online Google Classroom ‘Getting advice’ to be signposted to external support offered to them within their community and to raise any concerns online to their HOY. • Plans to provide extracurricular intervention to pupils outside of the curriculum are being considered when space becomes available. These will prioritise our identified pupils and pupils who receive early reading intervention. • Risk assessment publicly available on the Trust and Schools websites and parents actively encouraged to read it and have a forum to raise questions. • We plan to, when space becomes available, to host parent ‘Coffee Mornings’ with the Headteacher. These will offer an opportunity for parents to discuss plans, raise any questions, and communicate face-to-face with staff at the school.
	To maintain an accurate record of pupils' attendance and remote learning participation, the school uses Bromcom to track pupil attendance.	<ul style="list-style-type: none"> • Pupils on the school site will be registered in school using the standard attendance procedures via bromcom. • Pupils being educated remotely will be Y coded on Brom com as advised by Manchester local authority. • Pupils not accessing remote learning or not registering via google classroom will receive daily phone calls from the pastoral team to register their attendance.
L	All pupils are supported, including disadvantaged and vulnerable, and those with barriers to access, learning and /or a safe environment.	<ul style="list-style-type: none"> • Continually track and audit pupil access to Remote Learning to support access- an initial audit for access to devices has been conducted and a plan will be put in place to distribute as appropriate. • Pupil wellbeing meetings to continue as appropriate. • On remote learning days FSM pupils to be issued with vouchers. We have ensured that staff are able to access these through the MCAS app (emailed to parents/carers) and if this is a barrier, deliver physical vouchers to pupils' homes. • Continue to track and ensure all pre-closure identified vulnerable pupils are regularly contacted, within a multi-agency approach, to support with their safety and wellbeing. • Financial support for families who need support with the purchase of new / additional uniform. • Support for female pupils to access sanitary products as appropriate. .
M	Parents and pupils are adequately prepared to understand risk management, and adapted systems, structures, practices and expected behaviours for each phase of pupil admission leading to a full cohort return.	<ul style="list-style-type: none"> • Pupils to receive face-to-face induction regarding health and safety during ‘Ready to Realign’ Form Time and recorded assembly. Updates provided as necessary. • Behaviour expectations clearly explained to pupils. • Queuing and movement physical indicators and signage reinforcing behaviour. We are planning the overstaffing of duty points during unstructured times. Restricted access to certain areas of the building as appropriate. • Staff to supervise outside school, on corridors and stairs. • Parents will be encouraged to contact via telephone in the first instance in order to limit the risk of parents coming onto the school site. • Parents will be given information regarding on site safety and social distancing when they check in to reception.
FR	Support is provided for the most vulnerable pupils e.g. with high learning and/or social needs who do not want to return due to anxiety.	<ul style="list-style-type: none"> • DfE Guidance on working with children with SEND and guidance on risk assessment referenced. • Identify if pupils who are SEND with an EHCP are returning to school. Update the current SEND Risk Assessment and consider support needed to SEND pupils during their time in school, in line with DFE guidance. • Promote internal and wider agencies/services to support parents and pupils. • Continue to offer weekly provision • Continue to liaise with our most vulnerable pupils with an EHCP. These staff remain in the Hub at 422 and have invited in EHCP pupils with their parents to attend, receive a free lunch, and collect resources. • As we slowly reopen the school, pupils in Year 11 with an EHCP will receive 1-2-1 support from their Keyworkers to ensure that they have a smooth transition back into onsite learning.

		<ul style="list-style-type: none"> As the school reopens, priority will be given to phone calls from Pupils' Keyworkers to parents to discuss any worries they have about pupils' coming back into the building Provision will be arranged to ensure external key agencies can continue sessions with key pupils at 422.
O	Guidelines are in place and are followed by pupils in school.	<ul style="list-style-type: none"> Updates sent to parents/carers via electronic Bromcom system. All staff are responsible for ensuring that pupils are following our routines, one-way systems, and behaviour code of conduct.
Curriculum, Teaching and Learning		
R	<p>Curriculum provision</p> <p>Support is provided for pupils with acquired knowledge deficits through loss of learning, in addition to the consideration of those pupils who may have advanced in their learning in particular subject areas, whilst working at home.</p>	<ul style="list-style-type: none"> Centralised planning for remote learning has been initiated across KS3 and Year 10 in Faculties. Monitoring will occur to ensure the quality of online learning materials are appropriate, and ensure that pupils have a consistent curriculum diet. Staff have been given guidelines and criteria for the content of Remote Learning. Whole-school Remote Learning Policy to be developed informed by evidence based practice to ensure high quality remote learning provision which does not disadvantage those pupils without access to a device/data/Wi-fi. Staff to consider the most appropriate work to be set, e.g., whether Remote Learning consolidates learning from Term 1 or introduces new content. This guidance will be amended depending on the length of school closure. Staff will use formative assessment strategies to feedback to pupils and check for understanding. The school has utilised pre-existing Tutors to continue tutoring sessions with identified Year 11 pupils at the local library. These sessions are monitored by staff. Year 11 pupils have been given the opportunity to collect physical copies of revision guides and their Form Time revision packs from school to aid in purposeful revision at home.

APPENDICES

Appendix One: Plan for a partial re-opening

Ground Floor



1. **Pupil entrance - E Block Door**
These stairs are two way and are the only entry and exit route to the school for Year 11 pupils.
2. **One Way System**
The will operate the normal one way system for the extension building (up via the 2nd floor and down the first floor)
3. **Toilet Access**
During lesson- call 'on-call'
Break and Lunch: Year 7 Office Toilets
4. **Sports Hall**
The Sports hall will be in operation for the mock exams (w/c 29th Jan 2024)
5. **Break & Lunch**
The Pavilion and KS4 Pod will be open as normal
6. **All timetabled Lessons**
All lessons will take place in the E Block
7. **Area out of bounds for pupils and staff**
All other areas of the school building

- ARC Building:**
8. Internal Suspension (IS)/ Morning Lates/Uniform
 9. Operations and IT
 10. Staff Room and sign-in/ Attendance Office

Pavilion Office: Year 11 'Reception'

