

## FEDERATION OF St. ELPHEGE'S and REGINA COELI CATHOLIC SCHOOLS

### COVID-19 RISK ASSESSMENT

**School:- The Federation of St Elphege's Catholic Schools**

#### 4. HR

Consider:	Phase I: Actions needed (if any):Risk/support required /additional considerations	Phase II	Phase III	Phase IV
1. Are all staff clear on the absence reporting system linked to COVID-19? How do leaders know?	<ul style="list-style-type: none"> <li>● Staff call in through office or to member of SLT, as previously.</li> <li>● All SLT informed so can make changes to rota where necessary.</li> <li>● Staff followed up on through telephone/email regarding test results, isolation and health &amp; well-being.</li> </ul>	As previous Phase	As previous Phase	<ul style="list-style-type: none"> <li>● Staff reminded of reporting system during virtual staff meeting</li> <li>● As previous Phase</li> </ul>
2. How are leaders ensuring there is a communication link with staff who are shielding so they are supported and their situation is monitored to ensure their well-being?	<ul style="list-style-type: none"> <li>● All members of SLT informed as to who is shielding and why.</li> <li>● Contact kept through virtual staff meetings, telephone calls and update emails.</li> </ul>	As previous Phase	<ul style="list-style-type: none"> <li>● In the event of schools returning to full capacity by end of June – staff shielding will be contacted to review their circumstances and discuss options.</li> </ul>	<ul style="list-style-type: none"> <li>● All staff including those shielding to be called during the summer to ensure they feel supported, to answer any questions and to discuss the return of whole school</li> <li>● Support staff to be asked if they are available to cover bubble when</li> </ul>

				necessary
3. When looking at staffing and the changes being made, are there staff that could potentially be redeployed to support the school working effectively?	<ul style="list-style-type: none"> <li>● Rotas currently being put together with one teacher and one member of support staff per group of vulnerable/key worker pupils.</li> <li>● Staff continuing in job role but might be deployed to different year group/key stage.</li> </ul>	<p>As previous Phase</p> <ul style="list-style-type: none"> <li>● Due to increased capacity returning and smaller groups. Where necessary 2 TAs will take one group.</li> </ul>	<p>As per Phase 1 &amp; 2</p> <p>Teaching and support staff assigned to Y5 bubbles to ensure capacity for pupils to return.</p> <p>Experienced Y5 staff will form bubbles to ensure curriculum is appropriate to year group.</p>	<ul style="list-style-type: none"> <li>● Next academic years structure shared with staff prior to end of term via staff meeting and email</li> <li>● Members of support staff are being spoken to regarding potentially deploying them to areas to support the school working more effectively</li> </ul>
4. Is there a clear system of support through the bereavement policy that ensures staff are clear about the support and systems in place?	<ul style="list-style-type: none"> <li>● In line with HR Handbook adopted by FGB</li> <li>● A member of SLT would be in contact and offer support based on individual circumstances</li> <li>● Follow process already in place</li> </ul>	As previous Phase	As previous Phase	<ul style="list-style-type: none"> <li>● As Phase 1</li> </ul>
5. Has the school/member of staff contacted the Employer Assistance Programme if needing emotional support?	<ul style="list-style-type: none"> <li>● Every member of staff emailed within Employee Assistance Programme details &amp; passwords</li> <li>● Each member of staff contacted by telephone to discuss returning on next phase and reminded again of support in place to deal with well-being issues</li> </ul>	<ul style="list-style-type: none"> <li>● Send out another communication highlighting services covered by EAPs</li> <li>● Supply all staff with password details</li> </ul>	As per Phase 2	<ul style="list-style-type: none"> <li>● As Phase 1 &amp; 11</li> </ul>

	<ul style="list-style-type: none"> <li>● Virtual staff meetings Executive Headteacher signposting staff to EAP</li> </ul>			
6. Are staff aware of the bereavement policy and what this may require following the impact of COVID-19? How are staff supported to follow this within their own situations and that of pupils and colleagues?	<ul style="list-style-type: none"> <li>● In line with HR Handbook adopted by FGB</li> <li>● A member of SLT would be in contact and offer support based on individual circumstances</li> <li>● Follow process already in place</li> </ul>	As previous Phase	As previous Phase	<ul style="list-style-type: none"> <li>● As previous Phases</li> </ul>
7. What support is offered to staff through the Federation/ local authority to help staff who are anxious and/or concerned?	<ul style="list-style-type: none"> <li>● Every member of staff emailed within Employee Assistance Programme details &amp; passwords</li> <li>● Each member of staff contacted by telephone to discuss returning on next phase and reminded again of support in place to deal with well-being issues</li> <li>● Virtual staff meetings Executive Headteacher signposting staff to EAP, acknowledging every member of staff</li> </ul>	<ul style="list-style-type: none"> <li>● Send out another communication highlighting services covered by EAPs</li> <li>● Supply all staff with password details</li> <li>● Identify members of personnel who are finding it extremely difficult and assign buddy/mentor</li> </ul>	As per Phase 2	<ul style="list-style-type: none"> <li>● As Phase 1, 11 &amp; 111</li> </ul>

	<p>for the huge effort in keeping the schools open</p> <ul style="list-style-type: none"> <li>Executive Headteacher sends out email thanking staff for their ongoing support</li> </ul>			
8. How are leaders inducting new staff during this period of time? Are the appropriate checks being made and overseen including the SCR checks and records?	<ul style="list-style-type: none"> <li>No new members of staff during this phase</li> <li>Continue to adhere to Safer Recruitment guidelines</li> </ul>	<ul style="list-style-type: none"> <li>No new members of staff during this phase however, have had new Governors</li> <li>Followed revised guidance and sent link, received scanned documents.</li> <li>Continue to adhere to Safer Recruitment guidelines</li> </ul>	<ul style="list-style-type: none"> <li>As per phase 11</li> <li>Induct new members of staff in smaller groups or 1:1</li> </ul>	<ul style="list-style-type: none"> <li>As previous Phases</li> </ul>
9. How will recruitment be managed?	<ul style="list-style-type: none"> <li>Follow schools standard recruitment procedure but adapt following COVID-19</li> <li>Virtual interview</li> <li>Virtual presentation</li> </ul>	As per phase I	As per phase I	<ul style="list-style-type: none"> <li>As Phase 1</li> </ul>
10. Check any staff contracts that need to be issued, extended or amended in light of the current situation and for the future.	<ul style="list-style-type: none"> <li>Continuously review contracts as would normally</li> <li>Special attention paid to agency staff contracts where applicable</li> </ul>	<ul style="list-style-type: none"> <li>Reviewing staff contracts for amendment after May half term</li> <li>Following deadlines for payroll regarding starters &amp; leavers.</li> <li>Arrange 1:1 to discuss termination of fixed term contracts</li> </ul>	<ul style="list-style-type: none"> <li>Following Phase II</li> </ul>	<ul style="list-style-type: none"> <li>As Phase 1 &amp; 11</li> <li>All amendments to staff contracts have been carried out</li> </ul>
11. Check current advice	<ul style="list-style-type: none"> <li>No pause in place</li> </ul>	<ul style="list-style-type: none"> <li>Once agreement</li> </ul>	<ul style="list-style-type: none"> <li>SLT &amp; Staffing Committee</li> </ul>	<ul style="list-style-type: none"> <li>As previous Phases</li> </ul>

about staff appraisal and pay. If this is paused, what arrangements have been made and how has this been communicated with the staff it involves?	awaiting settlement from Unions regarding support staff <ul style="list-style-type: none"> <li>Nothing to communicate</li> </ul>	finalised will process with HR and Payroll <ul style="list-style-type: none"> <li>Send email to support staff outlining agreement</li> </ul>	to agree timescales for Teaching Staff performance in line with new guidance coming through	
12. Prior to the current situation, were there any outstanding HR matters that require appropriate communication within timescales and deadlines, for example, redundancy consultations?	<ul style="list-style-type: none"> <li>No situations outstanding</li> </ul>	<ul style="list-style-type: none"> <li>No situations outstanding</li> </ul>	<ul style="list-style-type: none"> <li>No situations outstanding</li> </ul>	<ul style="list-style-type: none"> <li>No situations outstanding</li> </ul>
13. Are there any external staff required to be furloughed? How has this been communicated and what agreements have been made?	<ul style="list-style-type: none"> <li>No staff furloughed</li> </ul>	<ul style="list-style-type: none"> <li>No staff furloughed</li> </ul>	<ul style="list-style-type: none"> <li>No staff furloughed</li> </ul>	<ul style="list-style-type: none"> <li>No staff furloughed</li> </ul>
14. How is the school managing the deployment of staff to lead subject areas?	<ul style="list-style-type: none"> <li>Existing staff are carrying out subject area duties as normal</li> </ul>	<ul style="list-style-type: none"> <li>Existing staff are carrying out subject area duties as normal</li> </ul>	<ul style="list-style-type: none"> <li>New subject leaders will be given outline of requirements for their area and handover from previous member of staff for 2020-2021 academic year.</li> </ul>	<ul style="list-style-type: none"> <li>As Phase 111</li> </ul>
15. What considerations	<ul style="list-style-type: none"> <li>TLR's are still being</li> </ul>	<ul style="list-style-type: none"> <li>TLR's are still being paid</li> </ul>	As per Phase I & II	<ul style="list-style-type: none"> <li>As Phase 1, 11</li> </ul>

have been given to TLRs?	paid to existing staff that hold areas of responsibility	to existing staff that hold areas of responsibility		
<b>Additional considerations:</b>				
			<ul style="list-style-type: none"> <li>● Require guidance in returning to full capacity around members of staff that may still not wish to return</li> <li>● Look at staff who are clinically vulnerable - identify whether we would be able to redeploy them or homework safely.</li> </ul>	<ul style="list-style-type: none"> <li>● <a href="#">As Phase 111</a></li> </ul>