

COVID19: Re-opening Risk Assessment and Action Plan

SCHOOL NAME: RUNWELL COMMUNITY PRIMARY SCHOOL

OWNER: SASHA FURZE

DATE: 8th MARCH 2021

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the phased re-opening of the school and ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- CYP Response Plan
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'



Steps of Re-opening Preparation:

Risk Assessment/ Action Plan Sections:
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**The below table includes examples in grey, these are not exhaustive.*

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Preparing Buildings and Facilities	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> ● Water treatments ● Fire alarm testing ● Repairs ● Grass cutting ● PAT testing ● Fridges and freezers ● Boiler/ heating servicing ● Internet services ● Any other statutory inspections ● Insurance covers reopening arrangements 	<i>Premises Manager is unavailable</i>	<i>H</i>	<i>Headteacher and Business manager both trained and have contacts for all services necessary. Business continuity plan updated and accessible via school system and office.</i>	<i>20/05/20 (Reviewed 8/3/2021)</i>	<i>L</i>
	Office spaces re-designed to allow office-based staff to work safely.	<i>Office does not allow for adequate space between staff members</i>	<i>M</i>	<i>Staff to wear masks and maintain adequate</i>	<i>8/3/2021</i>	<i>L</i>

				<i>ventilation during working hours together.</i>		
Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	<i>Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.</i>	<i>M</i>	<p><i>2-meter markers are present on pathway outside of school.</i></p> <p><i>Timetabled entry using all top and bottom gates to allow for a flow of parents and children and adequate spacing.</i></p> <p><i>One way system in place to enter and exit the school. Signage in place.</i></p> <p><i>SLT on gates. 'Metal' pupils put out in the road to deter parking near the school gate.</i></p>	<i>8/3/2021</i>	<i>L</i>	
Consideration given to premises lettings and approach in place.	<i>Cannot be let and reassembled with sufficient time for cleaning in between.</i>	<i>M</i>	<p><i>Lettings risk assessment completed</i></p> <p><i>Lettings to resume when clubs are able to restart safely as per the government guidelines.</i></p>	<i>8/3/2021</i>	<i>L</i>	
Consideration given to the arrangements for any deliveries.	<i>Deliveries drivers entering building unnecessarily.</i>	<i>M</i>	<i>All deliveries to foyer entrance or by car park door.</i>	<i>1/6/20 (Reviewed 8/3/2021)</i>	<i>L</i>	

				Office staff to notify drivers of arrangements via intercom system at car park gate.		
Emergency Evacuations	Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i>	<i>Current evacuation routes would cause multiple groups of people to come into contact. More appropriate alternatives are possible.</i>	M	<i>Revised evacuation procedure and share with all staff and children during induction sessions.</i>	<i>1/6/20 (Reviewed 8/3/2021)</i>	L
	Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.	<i>Children with care plans do not have their normal staff cover.</i>	H	<i>Risk assessments to take into account safe evacuation of all children and those with mobility needs are prioritised for hub staff.</i>	<i>3/6/20 (Reviewed 8/3/2021)</i>	
		<i>Staff unsure what to do in case of emergency evacuation</i>	M	<i>Fire drill/Training</i>		
Cleaning and waste disposal	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.	<i>Increase in contaminated waste, tissues and hand towels. Children not adhering to enhanced hygiene procedures such as handwashing etc.</i>	M	<i>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. In liaison with premises manager – cleaning hours increased to</i>	<i>1/6/20 (Reviewed 8/3/2021)</i>	L

				<p><i>include lunchtime cleaning of toilets.</i></p> <p><i>Hand towels and handwash are to be checked and replaced as needed by Premises Manager and cleaning staff</i></p> <p><i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</i></p> <p><i>Additional cleaner employed to support lunchtime/dinner hall cleaning</i></p>		
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	<i>Cleaning staff absence due to illness.</i>	<i>M</i>	<p><i>Bank/casual staff in place.</i></p> <p><i>Premises Manager initiated 'team clean' rota where the cleaning staff all combine to move through the school together ensuring a regular 'deep clean' approach is taken.</i></p>	<p><i>1/6/20</i> <i>(Reviewed 8/3/2021)</i></p>	<i>L</i>

	<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	<p><i>No hand sanitiser for visitors to reception.</i></p> <p><i>Classrooms do not have tissues.</i></p> <p><i>Low supply of soap.</i></p>	<p>M</p>	<p><i>Hand sanitiser available at the school entrance</i></p> <p><i>Lidded bins in classrooms</i></p> <p><i>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</i></p> <p><i>Stock check and ordering schedule reviewed and order made.</i></p>	<p>1/6/20 <i>(Reviewed 8/3/2021)</i></p>	<p>L</p>
	<p>Sufficient time is available for the enhanced cleaning regime to take place.</p>		<p>M</p>	<p><i>All staff advised to leave the site by 4pm in order for cleaning to be undertaken. Exceptions for staff meetings where collaborative working is preferred.</i></p>	<p><i>(Reviewed 8/3/2021)</i></p>	<p>L</p>
	<p>Waste disposal process in place for potentially contaminated waste.</p>	<p><i>Potential for cross contamination of clinical waste.</i></p>	<p>M</p>	<p><i>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</i></p> <p><i>Yellow bags ordered for waste contaminated by body fluids.</i></p> <p><i>Waste collections made when the minimum</i></p>	<p>1/6/20 <i>(Reviewed 8/3/2021)</i></p>	<p>L</p>

				<i>number of persons are on site</i>		
Classrooms	The number of staff and CYP that can use each room at any one time has been determined according to the physical capacity of the school site.		M	<p><i>Measure classrooms and other available rooms to assess capacity for staff and pupils:</i></p> <p>Classrooms have been re/arranged to allow as much space between individuals as practical.</p> <p>Classroom entry and exit routes have been determined and appropriate signage in place.</p>	<p>8/3/2021</p> <p><i>(Reviewed 8/3/2021)</i></p> <p>9/6/20 <i>(Reviewed 8/3/2021)</i></p>	L
	Appropriate resources are available within all classrooms	<i>All children to return on the 8th March as per Government roadmap. Class bubbles to be maintained with mixing restricted to Year groups only.</i>				

	<p>e.g. IT, age specific resources. NB: sharing of equipment or stationery should be prevented where possible. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].</p> <p>Resources which are not easily washable or wipeable have been removed.</p> <p>Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p>	<p><i>See detailed response plan from NEU checklist for control measures.</i></p> <p><i>No COVID19 information posters currently in place. Limited reminders/ awareness for children.</i></p>	<p>L</p> <p>M</p>	<p><i>Remove surplus and share necessary resources amongst actively used classroom spaces.</i></p> <p><i>Steam cleaner to be ordered.</i></p> <p><i>Ensure hygiene and awareness posters in every classroom environment.</i></p>	<p>29/5/20</p> <p><i>(Reviewed 8/3/2021)</i></p>	<p>L</p>
Staffing	<p>Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.</p> <p>Including at least one of the following:</p> <ul style="list-style-type: none"> ● Paediatric First aider (where children under 3yrs) 	<p><i>Staff available for work not sufficient for safe supervision and social distancing of pupils.</i></p> <p><i>Staff absence means that key members of staff not available.</i></p>	<p>H</p> <p>H</p>	<p><i>Duty/deputy staff identified where practicable.</i></p> <p><i>If not safe to operate school will have to consider temporary closure to pupils/groups of pupils.</i></p> <p><i>Approach to staff absence reporting and</i></p>	<p>20/05/20</p> <p><i>(Reviewed 8/3/2021)</i></p>	<p>M</p>

	<ul style="list-style-type: none"> • Designated Safeguarding Lead (DSL) • SENCO • Premises staff • Office staff member 			<p><i>recording in place. All staff aware.</i></p> <p><i>Arrangements for staff who are working from home are in place.</i></p> <p><i>Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.</i></p> <p><i>Plans to respond to increased sickness levels are in place.</i></p> <p><i>Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts</i></p>	<p><i>1/6/20 (Reviewed 8/3/2021)</i></p>	
	<p>Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable (e.g. no ties).</p>	<p><i>Staff not complying with clothing requirement</i></p>	<p><i>M</i></p>	<p><i>Regular reminders issued and expectations laid out clearly during staff induction.</i></p>	<p><i>1/6/20 (Reviewed 8/3/2021)</i></p>	<p><i>L</i></p>
						<p><i>L</i></p>

	<p>Approaches for meetings and staff training in place.</p>	<p><i>Staff not aware of COVID secure workplace arrangements</i></p>	<p>M</p>	<p><i>Staff induction to be carried out and plan published for all staff.</i></p> <p><i>Updated policies to be distributed to all staff.</i></p> <p><i>Daily briefings to be held.</i></p> <p><i>Briefings moved to weekly updates (Friday am) as no necessity for daily and staff openly communicating with HT and SLT via email and conversation at beginning and end of school day.</i></p>	<p>1/6/20 <i>(Reviewed 8/3/2021)</i></p>	
	<p>Consideration given to staffing roles and responsibilities with regards to the continued remote provision alongside in-school provision.</p>	<p><i>Staff workload unsustainable with making provision onsite and continuing to provide home learning support.</i></p>	<p>H</p>	<p><i>Bank of staff allocated to support home learning if numbers isolating are high .</i></p> <p><i>Plans for teaching and learning to encompass both groups of learners and avoid 'doubling up'.</i></p> <p><i>Year group members to continue to plan and support their own year groups, regardless of where they are teaching.</i></p>	<p>1/6/20 <i>(Reviewed 8/3/2021)</i></p>	<p>M <i>(Must be kept under review)</i></p>

				<p><i>Support staff to continue to support feedback for home learning output on Class Dojo and Purple Mash for learners at home due to valid absence reasons.</i></p> <p><i>Remote Learning Policy approved by Governors, shared with staff and parents</i></p>		
	<p>Consideration given to the options for redeployment of staff to support the effective working of the school.</p> <p>If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.</p>	<p><i>LSAs are required to lead some groups as not enough teachers on site to cover numbers.</i></p>	M	<p><i>Staff made aware of government guidance around safe supervision.</i></p> <p><i>Qualified teachers only to engage in planning.</i></p> <p><i>Regular SLT support given to any groups not led by qualified teacher.</i></p> <p><i>HLTAs briefed on group cover where necessary.</i></p>	<p>1/6/20 <i>(Reviewed 8/3/2021)</i></p>	L
	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support</p> <p>How staff are supported to follow this within their own</p>	<p><i>Staff feel underprepared to deal with difficult situations.</i></p> <p><i>Risk to staff mental health.</i></p>		<p><i>Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service</i> https://schools.essex.gov.</p>	<p>1/6/20 <i>(Reviewed 8/3/2021)</i></p>	L

	<p>situations and that of pupils and colleagues is clear.</p>		<p>M</p>	<p>uk/admin/COVID-19/Pages/default.aspx</p> <p><i>Contacts shared with staff as to how to access further mental health support for pupils and themselves</i></p> <p><i>Regular SLT check ins with all staff to offer pastoral and wellbeing support.</i></p> <p><i>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements</i></p>		
	<p>Arrangements for accessing testing, if and when necessary, are in place.</p> <p>Staff are clear on returning to work guidance.</p>	<p><i>Staff not engaged in testing regimen.</i></p> <p><i>Staff not aware of safeguards in place to ensure their continued wellbeing and safety.</i></p>	<p>M</p>	<p><i>School engaging in twice weekly LFT testing on voluntary basis. Staff to report own outcomes to NHS track and trace website and inform school of positive result.</i></p> <p><i>Risk assessment carried out for all staff members returning if they have been isolated under the 'vulnerable' category.</i></p>	<p><i>(Reviewed 8/3/2021)</i></p>	<p>L</p>

	<p>Arrangements in place for any visitors/ contractors/volunteers on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>	<p><i>Visitors not aware of COVID secure requirements</i></p>	<p>M</p>	<p><i>Check with the contractor any requirements their employer has specified before visit.</i></p> <p><i>Share school protocols via leaflet available for visitors.</i></p> <p><i>Covid Visitor agreement in place.</i></p> <p><i>Volunteer guidance updated with COVID-addendum</i></p>	<p>1/6/20 <i>(Reviewed 8/3/2021)</i></p>	<p>L</p>
	<p>Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.</p>	<p><i>External adults not aware of COVID secure requirements</i></p>	<p>M</p>	<p><i>Music lessons resuming - COVID secure measures in place and RA shared with all tutors.</i></p> <p><i>PE sports coaches working as normal</i></p> <p><i>Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited</i></p>	<p><i>(Reviewed 8/3/2021)</i></p>	<p>L</p>

				activities which maintain distancing, all equipment stringently cleaned.		
Social Distancing	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> ● Staggered school drop off/pick up times and locations (if possible) ● Staggered or limited amounts of moving around the school/ corridors ● Classroom design ● Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches ● Toilet arrangements 	<p><i>Potential bottlenecks of children or parents created</i></p>	H	<p><i>Utilise all three entrances to school to maintain distance and flow of children and adults allowing social distancing.</i></p> <p><i>8.30am – Nursery (Saplings Gate)</i> <i>8.50am - Yr R (Saplings Gate)</i> <i>8.50am Yr 1-2 (Runwell Grdns Gate)</i> <i>8.50am – Yr3-6 (Canewdon Grdns Gate)</i></p> <p><i>Breaks staggered to allow for safe playground use.</i></p> <p><i>Dinner hall split into zones, shields used down the centre of dining tables and shields used around zone boundaries to protect pupils from different bubbles.</i></p>	<i>(Reviewed 8/3/2021)</i>	

				<i>Toilets allocated to individual hubs across the school. Adult supervision necessary to prevent multiple users in one area.</i>		
	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.			<i>Plan shared with parents in advance of proposed re-opening.</i> <i>Regular reminders and updates shared on class dojo.</i>	<i>(Reviewed 8/3/2021)</i>	
	Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.			<i>On arrival, students move straight to classroom and sit at named table and wait for class to begin.</i> <i>Adults to meet their classes at the gate/classroom door or playground as per internal arrangements.</i>	<i>(Reviewed 8/3/2021)</i>	
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.	<i>Children may choose to not observe social distancing in order to intimidate or threaten peers – this will be a disciplinary issue.</i>	<i>H</i>	<i>Conversations with parents and children throughout.</i> <i>Revised behaviour policy</i> <i>Home school agreement updated and</i>	<i>1/6/20 (Reviewed 8/3/2021)</i>	<i>M</i>

				<p><i>shared with all stakeholders.</i></p> <p><i>Risks assessments and individualised approach in place for students who might struggle to follow expectations</i></p>		
	<p>Approach to assemblies – if still occurring, plan in place to manage social distancing.</p>			<p><i>Zoom assemblies led by SLT and accessed by children.</i></p> <p><i>Story times/Relaxation led by SLT in socially distanced way.</i></p>	<p><i>1/6/20</i> <i>(Reviewed 8/3/2021)</i></p>	<p><i>L</i></p>
	<p>Social distancing plans communicated with parents, including approach to breaches.</p>			<p><i>Behaviour policy updated</i></p>	<p><i>(Reviewed 8/3/2021)</i></p>	
	<p>Arrangements in place for the use of the playground, including equipment. NB: outdoor equipment should not be used unless it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.</p>	<p><i>Cross contamination risk.</i></p>	<p><i>M</i></p>	<p><i>Individual crates of equipment sorted out for each class group and sanitised regularly. Stored in class hub spaces.</i></p>	<p><i>1/6/20</i> <i>(Reviewed 8/3/2021)</i></p>	<p><i>L</i></p>
<p>Catering</p>	<p>Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.</p>	<p><i>School kitchen unable to provide hot meals.</i></p>	<p><i>M</i></p>	<p><i>Liaise with catering team re availability to work.</i></p> <p><i>Re-open kitchen to provide cold meals for</i></p>	<p><i>1/6/20</i> <i>(Reviewed 8/3/2021)</i></p>	<p><i>L</i></p>

		<i>Vouchers not available widely for children not attending school</i>		<i>children ordering or in receipt of UFSM or FSM.</i>		
	Arrangements for the continued provision of FSMs for children not attending school are in place.			<i>N/A - All children attending school. FSM provision only in place for those isolating.</i>	<i>1/6/20 (Reviewed 8/3/2021)</i>	
	Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other groups.			<i>Children's play time will be staggered. Dinner hall split into zones, shields used down the centre of dining tables and shields used around zone boundaries to protect pupils from different bubbles. Children to eat outside when the weather is fine.</i>	<i>1/6/20 (Reviewed 8/3/2021)</i>	
	Arrangements for food deliveries in place			<i>Food deliveries scheduled and in place.</i>	<i>1/6/20</i>	

				Local shops used if shortfall in requirements.	(Reviewed 8/3/2021)	
PPE	<p>PPE requirements understood and appropriate supplies in place.</p> <p>Long term approach to obtaining adequate PPE supplies in place.</p>	<p>Staff not able to use PPE safely risking cross contamination.</p> <p>School not able to order PPE</p>	M	<p>Safety training video shared with all staff showing them how to don and doff equipment appropriately.</p> <p>Middays wear facemarks inside of school. Sanitise hands and wear plastic gloves in the dining hall.</p> <p>All staff to wear facemasks in school, when walking along corridors and in communal areas.</p> <p>Suppliers contacted and school network used to source additional suppliers if needed.</p> <p>Systems in place to review usage and the reasonable quantities needed.</p>	1/6/20 (Reviewed 8/3/2021)	L

<p>Response to suspected/ confirmed case of COVID19 in school</p>	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> ● Which staff member/s should be informed/ take action ● Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated ● Cleaning procedure in place ● Arrangements for informing parent community in place 	<p><i>Staff not clear about protocols to be followed.</i></p>	<p>H</p>	<p><i>All staff aware of systems needed to be in place to safely manage and contain a case.</i></p> <p><i>HT to inform all staff and close down class/year groups where affected person has had contact.</i></p> <p><i>Parents to be contacted and ensure that self-isolation protocols are followed.</i></p> <p><i>Full deep clean conducted of all areas affected person has had contact with.</i></p> <p><i>If person becomes ill during school day, isolate immediately and contact family for collection. Staff supervising to wear PPE and stay distant where possible in well ventilated space. Currently main hall.</i></p>	<p>1/6/20 <i>(Reviewed 8/3/2021)</i></p>	<p>M</p>
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p>	<p><i>As above</i></p>	<p>H</p>	<p><i>Premises manager to be informed out of hours so emergency cleaning</i></p>	<p>1/6/20 <i>(Reviewed 8/3/2021)</i></p>	<p>M</p>

	<ul style="list-style-type: none"> ● Approach to relocating CYP away from certain parts of the school to clean, if possible ● Cleaning procedure in place ● Arrangements for informing parent community in place 			<p><i>protocols can be launched.</i></p> <p><i>Families of affected year groups informed via class dojo and telephone contact as follow up the following morning.</i></p> <p><i>Other classes to operate as normal where possible with enhanced cleaning taking place in any corporate areas of the school.</i></p>		
<p>Pupil Re-orientation</p> <p><i>back into school after a period of closure/ being at home</i></p>	<p>Approach and expectations around school uniform determined and communicated with parents.</p>	<p><i>Parent's may not be aware that we have taken a relaxed approach to school uniform. Pupils may be seen wearing the same clothing.</i></p> <p><i>Clothing pupils wear may not be safe/suitable for school activities.</i></p>		<p><i>Headteacher communications to parents – letter and school dojo</i></p> <p><i>Full uniform wearing from date of full return.</i></p> <p><i>Children to come into school wearing P.E kit on designated days.</i></p> <p><i>Parents advised daily washing of all clothing necessary.</i></p> <p><i>Teachers and staff to check pupil's daily attire</i></p>	<p><i>1/6/2020</i> <i>(Reviewed 8/3/2021)</i></p>	

				<p><i>is suitable for school activities as well as being clean.</i></p> <p><i>(safeguarding)Concerns to be flagged to SLT.</i></p>		
	<p>Changes to the school day/timetables shared with parents.</p>	<p><i>Parents / pupils not keeping to social distancing</i></p>		<p><i>Collection and pick-up times shared with parents via School dojo, all staff via email</i></p> <p><i>Re-opening plan 8/3/2021</i></p> <p><i>Updated policies in place and shared on school website</i></p> <p><i>SLT on the gate to support teachers collecting pupils.</i></p> <p><i>Posters displayed to communication safety measures with parents.</i></p> <p><i>Parents encouraged to kiss and drop to avoid congestion and promote social distancing.</i></p> <p><i>Anxious children who will not leave their parent will be encouraged to join the classroom but will not</i></p>	<p><i>(Reviewed 8/3/2021)</i></p>	

				<i>be physically assisted by parent/staff unless individual risk assessment in place. SLT to be informed.</i>		
	All students instructed to bring a water bottle each day. Water fountains not in use or strict social distancing and cleaning arrangements in place.	<i>Pupils without a water bottle. More than one child goes to the water fountain.</i>		<i>Parents contacted to send in a water bottle for their child. Child given a plastic cup / water bottle for the day</i> <i>Social distancing maintained around school. Staff to oversee children to the water fountain and check on social distancing.</i>	<i>(Reviewed 8/3/2021)</i>	
	Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff. This includes bringing together pupils who have remained in school during closure and those at home and celebrating non-academic achievements of pupils whilst at home/ during school closure.	<i>Pupils return to school after lockdown with trauma - poor emotion and social skills.</i> <i>Staff unsure about the new policies, routines, expectations</i> <i>Anxious pupils returning to school</i>		<i>Recovery curriculum shared with staff during INSET meeting 1/3/2021</i> <i>RC to focus on developing pupils social, emotional needs and vocabulary to voice their feelings etc. so that academic learning can be successful later.</i> <i>Amended policies, routines and expectations shared with staff</i>	<i>(Reviewed 8/3/2021)</i>	

				<i>Pupils will be orientated and any new routines revisited to remind learners of COVID protocols and any changes to timetable.</i>		
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.	<i>Pupils struggle to manage their emotions, behaviour choices underline frustration etc</i>		<i>Returning curriculum heavily focussed on catch up of basic skills/physical/mental and social agility.</i> <i>School counsellor on school site - Tuesdays</i>	<i>(Reviewed 8/3/2021)</i>	
	Re-orientation support for school leavers is developed.	<i>Pupils may not receive secondary transition opportunities.</i>		<i>Year 6 class teacher/ HT/SENCO in liaison with local secondary schools.</i>		
Partial Re-opening	All students have access to technology and remote learning offer. Blended approach between physical and remote learning developed, including support for those CYP who are shielding/ clinically vulnerable.	<i>Home learning provision impacted by fewer staff working on offer.</i>	M	<i>Teachers in school to include activities that can involve remote learners via use of Google Classroom.</i> <i>Continue to check in with vulnerable families not at school due to isolation and ensure that letterbox contact maintained with all</i>	<i>(Reviewed 8/3/2021)</i>	

				families accessing remote support.		
<p>Transition into new year group</p> <p>What will need to be different this year because of COVID19?</p>	<p>Plan for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face:</p> <ul style="list-style-type: none"> ● EY to Primary ● Primary to Secondary ● Vulnerable children ● Children with SEND ● Physical and sensory needs, including adaptations, equipment etc (lead in times) ● Post 16 ● School Leavers 	<p>Secondary transition is not managed and supported.</p> <p>New entry EYFS not robust.</p>	M	<p>Zoom induction meetings planned for new Yr 7.</p> <p>Virtual induction meeting to be held for new parents.</p> <p>Packs to be shared with new entrants via post in lieu of home visits.</p> <p>New parent group established on Class Dojo ahead of September to share key messages with families and keep in touch.</p>	<p>End July 2021</p> <p>(Reviewed 8/3/2021)</p>	L
Safeguarding	<p>Individual CYP's risk assessments are in place and welfare checks being undertaken.</p>	<p>Re-opening arrangements not reflected in risk assessment.</p>	M	<p>Review risk assessments for children to ensure they reflect any changes due to reopening arrangements for eligible year groups.</p>	<p>1/6/20</p> <p>(Reviewed 8/3/2021)</p>	L
	<p>Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.</p>			<p>Staff refresher training session on processes and procedures and the revised wellbeing material shared in</p>	<p>1/6/20</p> <p>(Reviewed 8/3/2021)</p>	

				<i>INSET and updates shared via emails.</i>		
	Updated Child Protection Policy in place.			<i>COVID19 Child Protection Policy adopted – Addendum added</i>	<i>September 2020 (Reviewed 8/3/2021)</i>	
	Consideration given to the safe use of physical contact in context of managing behaviour.			<i>Review individual consistent management plans to ensure they include protective measures. SLT members only to engage in positive handling wherever practicable. PPE worn in situations representing high risk of close contact.</i>	<i>1/6/20 (Reviewed 8/3/2021)</i>	
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.	<i>Staff not reviewing needs of vulnerable learners.</i>	<i>M</i>	<i>Staff planning to take into account children's APPs and reviewing needs remotely where necessary via liaison with families. Inclusion Manager to support staff with making provision for learners on the SEND register.</i>	<i>1/6/20 (Reviewed 8/3/2021)</i>	<i>L</i>

	<p>Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?</p> <p>Each activity should be risk assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> ● PE ● Practical science lessons ● DT/ FT 	<p><i>Curriculum not delivered at required breadth.</i></p>	<p>M</p>	<p><i>Staff to use creative ideas to adapt teaching and learning to meet needs of social distancing.</i></p> <p><i>Remote learning videos shared in school to help support practical concepts and PE.</i></p> <p><i>Daily mile and other independent fitness activities integrated into curriculum offer. 3 hrs minimum to be offered to all learners.</i></p>	<p>1/6/20 <i>(Reviewed 8/3/2021)</i></p>	<p>L</p>
	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> ● Wellbeing curriculum ● recognising 'non-curriculum' learning that has been done ● capturing pupil achievements/ outcomes 		<p>M</p>	<p><i>Staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.</i></p> <p><i>Recovery Curriculum materials shared in staff induction meeting.</i></p> <p><i>Jigsaw PSHE scheme shared and all staff access.</i></p>	<p>1/6/20 <i>(Reviewed 8/3/2021)</i></p>	<p>L</p>

	Student behaviour policy reviewed and amended where necessary in line with the current circumstances.	<i>Children are not aware of new expectations around social distancing and the sanctions attached to deliberate breach.</i>	M	<i>New behaviour policy shared with all staff.</i> <i>Reviewed with pupils on first day back in hubs.</i> <i>Home School agreement shared with all families and learners and reviewed in class as agreed rules.</i>	<i>1/6/20</i> <i>(Reviewed 8/3/2021)</i>	L
CYP with SEND	Approach to provision of the elements of the EHCP including health/therapies.	<i>Full provision not able to be made.</i>	M	<i>Staffing allocated to ensure that maximum provision that is practical can be delivered.</i> <i>Prioritisation of outcomes in EHCP reviewed with parents to ensure best provision can be made.</i>	<i>1/6/20</i> <i>(Reviewed 8/3/2021)</i>	L
	Annual reviews.			<i>Continue to review remotely where practical.</i>		
	Requests for assessment.			<i>To be continued in school and information gathered and shared from pre-schools and Nurseries.</i> <i>Zoom conference meetings and calls to be scheduled to keep</i>		

				<i>current processes on track.</i>		
Attendance	Approach to support for parents where rates of PA were high before lockdown.	<i>Children's attendance still low despite mandatory return to school.</i>		<i>Continued communication to support return for vulnerable learners. Attendance meetings resumed and normal monitoring protocols re-instated.</i>	<i>(Reviewed 8/3/2021)</i>	
Communication	Information shared with staff around the re-opening plan, returning to site, amendments to usual working patterns/practices and groups.			<i>All staff given access to all plans and risk assessments. Shielding staff members to still access briefings/meetings and maintain email and telephone contact.</i>	<i>1/6/20 (Reviewed 8/3/2021)</i>	
	Re-opening plans shared with governors.			<i>Governing Body meetings have standing item to share information relating to school's offer. Governor have access to shared drive where all RA and anonymised re-opening plans are held.</i>	<i>(Reviewed 8/3/2021)</i>	
	Social distancing plan			<i>Class Dojo to continue to be used as primary source of</i>	<i>(Reviewed 8/3/2021)</i>	

	<ul style="list-style-type: none"> Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning 			<p><i>communication with parents.</i></p> <p><i>All staff to have access to all class groups on Dojo and Google Classroom that they may need to communicate with.</i></p>		
	<p>Pupil communications around:</p> <ul style="list-style-type: none"> Changes to timetable Social distancing arrangements Staggered start times Expectations when in school and at home Travelling to and from school safely 			<p><i>Pupil Assemblies held and SLT 'facetime' conducted in socially distant way.</i></p>	<p><i>(Reviewed 8/3/2021)</i></p>	
	<p>On-going regular communication plans determined to ensure parents are kept well-informed</p>			<p><i>Class Dojo and Tucasi email and text system to be regularly used.</i></p> <p><i>Staff to monitor parents not engaging or reading communications and telephone contact to be made.</i></p>	<p><i>(Reviewed 8/3/2021)</i></p>	

Governors/ Governance	Meetings and decisions that need to be taken prioritised.			<i>Virtual governing body meetings held and reduced agenda produced to focus on main issues.</i>	<i>(Reviewed 8/3/2021)</i>	
	Governors are clear on their role in the planning and re-opening of the school, including support to leaders. Approach to communication between Leaders and governors is clear and understood.			<i>Governors have standing item related to school management of COVID-19 crisis. Informal check ins from CoG with HT.</i>	<i>(Reviewed 8/3/2021)</i>	
	Certain aspects of governance are on-hold in order to deal with the immediate situation, these are agreed and clear with all governors and there is a plan for then these will be reviewed and potentially reinstated.			<i>Reduced agenda and increase of flexibility around Chair's actions to allow for quick and supportive decision making.</i>		
School events, including trips	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.	<i>Risk factor increased with children going off site.</i>	<i>M</i>	<i>No visits and trips planned for Spring term or Summer term until current restrictions lifted. (POSSIBLY AFTER 21/6/2021)</i>	<i>(Reviewed 8/3/2021)</i>	<i>L</i>
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.			<i>SBM documenting all additional expenditure and producing report for GB meetings.</i>	<i>(Reviewed 8/3/2021)</i>	

	<p>Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM</p>			<p><i>SBM investigating eligibility of school to make claims in this respect.</i></p>	<p><i>(Reviewed 8/3/2021)</i></p>	
	<p>Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.</p>			<p><i>Risk assessment to income conducted and shared at GB meeting and included in tentative budget for 2020-21</i></p>	<p><i>(Reviewed 8/3/2021)</i></p>	