

COVID19: Full Opening Risk Assessment and Action Plan

SCHOOL NAME: Winter Gardens Academy

OWNER: Catherine Stalham

DATE: 15.7.20

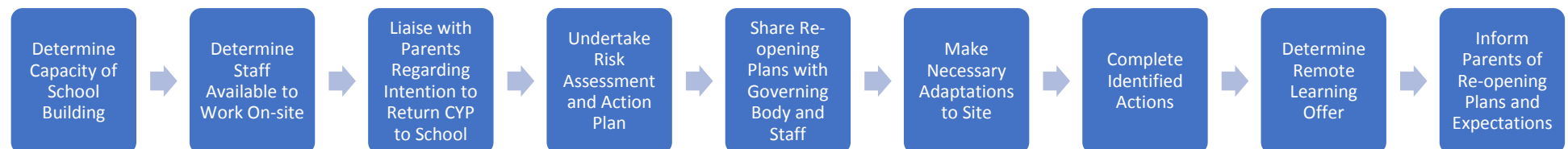
Purpose of this document:

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:



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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
Engagement in Risk Assessments and Planning	Risk assessment process fully engages staff, governing body and union representatives	Stakeholders do not engage with risk assessment.	M	All staff to read risk assessment and sign to say read and understood. Risk Assessment approved in Directors Meeting. Risk Assessment published on school website for parents, union representative and school community.	22 nd July 2020 15 th July 2020 22 nd July 2020	L
Preparing Buildings and Facilities	Premises and utilities have been health and safety checked and building is compliant. <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 	Site has been closed for prolonged period but open for small number of children.	M	Normal site maintenance continued during lockdown. Carry out a formal / recorded full pre-opening premises inspection. Consideration of a water treatment specialist to chlorinate and flush the complete system for all hot and cold water systems and certify the water system is safe before the buildings are	22.5.20	L L L

		<i>Food remains in the freezer</i>	<i>M</i>	<p><i>reoccupied. During [partial closure toilets and sinks have been regularly run, so this measure does not need to be carried out. Advice: Paul Ward.</i></p> <p><i>Catering staff have checked food in freezer and ensured temperatures still correct..</i></p>		<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>	<p><i>Office furniture repositioned. Office staff to ensure windows and doors are open. Perspex shields in between office staff members as cannot be 2m apart. Staff to not enter office unless necessary.</i></p>	<p><i>22.5.20</i></p> <p><i>Sept 1st 2020.</i></p>	<i>L</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>2m markers are present on floors from entrance gates and all drop off areas.</i></p> <p><i>Amended staggered entry and exit of year groups (see timetables and rotas).</i></p> <p><i>One-way system in place to enter and exit the school (see</i></p>	<i>Sept 1st 2020</i>	<i>L</i>

				<i>timetables and rotas). Signage in place.</i>		
	Consideration given to premises lettings and approach in place.		<i>M</i>	<i>Lettings will commence from September. COVID Risk assessment sheet in place with leader of letting – to ensure cover all necessary precautions. One letting on school day must clean before leave. After school club clean before use.</i>	<i>Sept 1st 2020</i>	<i>L</i>
	Consideration given to the arrangements for any deliveries.	<i>Contact between kitchen staff and staff delivering.</i>	<i>M</i>	<i>Food to be dropped at specific location and then picked up by staff later, any communication to ensure staff are 2m apart.</i>	<i>22.5.20</i>	<i>L</i>
Emergency Evacuations	<p>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></p> <p>Consideration given to fire marshalls being reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility</p>	<i>Current evacuation routes could cause multiple groups of people to come into contact. More appropriate alternatives are possible.</i>	<i>M</i>	<p><i>Revert to usual fire procedures. Adults to stand 2m in front of children. Adults in groups on assembly point to socially distance from each other.</i></p> <p><i>Staff to share with all children on 1st day back at school.</i></p>	<i>1st Sept 2020</i>	<i>L</i>

	including cover arrangements in the case of reduced numbers of staff.			<p><i>Catherine S, Katie H, Danny G and Jane F – to be fire marshalls.</i></p> <p><i>Fire drill to be carried out in 3rd week when all children back in school.</i></p>	<p><i>wc 1st June 2020</i></p> <p><i>wc 21st Sept 2020</i></p>	
Cleaning and waste disposal	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.		<i>M</i>	<p><i>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly (in between each activity). Staff in home groups to clean door handles etc. and objects after each activity. Cleaning materials provided in each classroom.</i></p> <p><i>Hand towels and handwash are to be checked and replaced as needed, at least daily, by site manager and cleaning staff</i></p> <p><i>Enhanced cleaning regime for toilet</i></p>	<i>22.5.20 in place and ongoing</i>	<i>L</i>

				<p><i>facilities particularly door handles, locks and toilet flush – LSAs allocated to spray high contact points in each toilet area.</i></p> <p><i>Office staff to clean main door to school once someone has entered.</i></p> <p><i>PPE used for cleaning, first aid and for suspected symptoms - see 'Guidance for using PPE' and 'Quick guide to donning PPE'</i></p>	<p><i>1st September 2020</i></p>	
	<p>Capacity of cleaning staff is adequate to enable enhanced cleaning regime.</p>		<p><i>M</i></p>	<p><i>Normal daily cleaning hours resume. Adults in each bubble to carry out additional cleaning throughout the day.</i></p>	<p><i>1st September</i></p>	<p><i>L</i></p>

	<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>No lidded bins.</i></p> <p><i>Low supply of soap.</i></p>	<p>M</p>	<p><i>Hand sanitiser available at the school entrance for parents.</i></p> <p><i>Children to wash hands before enter classroom – handwash provided.</i></p> <p><i>Bins in classrooms to be double bagged and closed at the top.</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 – Site Manager to monitor.</i></p>		<p>L</p>
	<p>Sufficient time is available for the enhanced cleaning regime to take place.</p>		<p>M</p>	<p><i>Cleaning carried out in mornings to ensure that there is sufficient time to clean without adults around.</i></p>	<p>22.5.20 ongoing</p>	<p>L</p>
	<p>Waste disposal process in place for potentially contaminated waste.</p>		<p>M</p>	<p><i>Designated lidded or closed bins for used PPE – black bag if general use, yellow bag if suspected case.</i></p> <p><i>Waste bags and</i></p>	<p>22.5.20 ongoing</p>	

				<p><i>containers - kept closed and stored separately from communal waste for 72 hours</i></p> <p><i>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</i></p> <p><i>PPE to be disposed of in yellow waste bags. Site manager to monitor stock of yellow bags.</i></p>		L
Classrooms	Classrooms have been re/arranged to allow as much space between individuals as practical.	<i>Classroom layout does not encourage social distancing and children are forced to face each other regularly.</i>	L	<p><i>Individual desks in Year 2 – 6 are forward facing.</i></p> <p><i>Preschool, reception and Year 1 classrooms organised to encourage social distancing.</i></p>	22.5.20	L
	Classroom entry and exit routes have been determined.	<i>Chance of children crossing.</i>	L	<p><i>Children to enter and exit from the bay or classroom doors.</i></p> <p><i>Normal registers on Scholarpack will resume.</i></p>	<p>22.5.20 ongoing</p> <p>1st September 2020</p>	L
	Appropriate resources are available within all classrooms e.g. IT, age specific resources.		L	<i>Remove non-essential soft furnishings from</i>	1 st September	

	<p>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>Non-essential equipment or 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>Soft toys, cushions and beanbags in classrooms not easily washable.</i></p> <p><i>No COVID19 information posters currently in place. Limited reminders/awareness for children.</i></p>	<p>M</p> <p>L</p>	<p><i>classrooms.</i></p> <p><i>Each child to have their own wallet of resources for high contact objects e.g. pens.</i></p> <p><i>Other resources to be shared only within the bubble or cleaned in between.</i></p> <p><i>Reading books within the class can be taken home and are to be changed only on a Monday and a Thursday so that they are quarantined in between use.</i></p> <p><i>Library books will not be taken home but will have a timetable to enjoy these books over the term in the library.</i></p> <p><i>Homework will be online.</i></p> <p><i>e-Bug posters displayed from:</i></p> <ul style="list-style-type: none"> • <u><i>Horrid hands</i></u> • <u><i>Super sneezes</i></u> • <u><i>Hand hygiene</i></u> • <u><i>Respiratory</i></u> 	<p>2020</p> <p>1.6.20</p>	<p>L</p> <p>L</p> <p>L</p>
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				<u>hygiene</u>		
				<u>Microbe mania</u>		
	Children to have all necessary first aid and medical equipment available	Children do not have necessary medical equipment/medication and staff do not have first aid equipment.	M	<p>Normal Medication organisation to resume – asthma pumps in classrooms, other medication to be stored in school office. Office staff to ensure returned.</p> <p>First aid boxes in each classroom for minor first aid. Major first aid to go to office.</p> <ul style="list-style-type: none"> • 	1 st September 2020	L
	<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) • Designated Safeguarding Lead (DSL) • SENCO 	Not having adequate trained health and safety and safeguarding staff on site.	M	<p>All staff to return to work September 2020.</p> <p>Ensure Paediatric First aider, DSL, sit manager, office member are all on site during school hours.</p>	1 st Sept 2020	L

	<ul style="list-style-type: none"> Caretaker/site member Office staff member 					
Staffing	<ul style="list-style-type: none"> Approach to staff absence reporting and recording in place – inform Katie Herbert if unable to work or if KH unavailable, Catherine Stalham. KH to inform Stacey Moore HR link. All staff aware. 				22.5.20	<i>L</i>
	Risk Assessments in place for those staff who were previously working from home due to shielding (clinically vulnerable and/or living with someone in these groups) and appropriate arrangements for mitigating risk are identified.		<i>M</i>	<p><i>Individual Health assessment forms filled in for all staff members previously working from home.</i></p> <p><i>Essential communication and updates emailed to all staff during the summer holidays.</i></p>	22 nd July 2020	<i>L</i>
	Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.	<i>Not enough staff to meet needs of pupil numbers.</i>	<i>M</i>	<p><i>Staff absence covered in normal way – staff can cross bubbles to cover absence.</i></p> <p><i>Bubbles isolate if a confirmed case in lien</i></p>	1 st Sept 2020	<i>L</i>

				<i>with PHE advice.</i>		
	Consideration given to staff clothing expectations and information shared with staff.		<i>M</i>	<i>Staff to adhere to normal dress code.</i>	<i>1st Sept 2020</i>	<i>L</i>
	Approaches for meetings and staff training in place.	<i>Meetings cannot ensure social distancing.</i>	<i>M</i>	<i>Zoom meetings to be held instead of meetings in person where appropriate, including other agencies where not essential to attend school.</i>	<i>1st Sept 2020</i>	<i>L</i>
	Consideration given to staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision.	<i>Staff are unclear on role and responsibility in providing home learning.</i>	<i>M</i>	<i>Teachers responsible for isolating group is clear on role and responsibility for providing home learning.</i>	<i>1st Sept 2020</i>	<i>L</i>
	Consideration given to the options for redeployment of staff to support the effective working of the school. If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.	<i>Cover staff are not adequately prepared to cover staff absence.</i>	<i>M</i>	<i>Teachers to prepare resources as per normal absence procedures.</i> <i>HLTAs to cover absences for the bubbles they are working in if possible.</i>	<i>1st Sept 2020</i>	<i>L</i>

	<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 situations and that of pupils and colleagues is clear.</p>	<p><i>Children will require additional SEMH support.</i></p> <p><i>Staff may have additional requirements or concerns.</i></p>	<p>M</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.uk/admin/COVID-19/Pages/default.aspx</p> <p><i>Staff sent bereavement reading materials and specific staff have completed bereavement training (CF).</i></p> <p><i>Staff training on anxiety, attachment and bereavement 20th and 21st July.</i></p> <p><i>Google form sent to parents, for staff to consider any safeguarding or wellbeing issues that may arise as a result of lockdown.</i></p>	<p>22.5.20</p> <p>22nd July 2020</p> <p>22nd July 2020</p>	<p>L</p>
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	<p>Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.</p>	<p><i>Staff will need to be tested if showing symptoms (persistent cough, temperature, anosmia - loss of smell/taste) or if confirmed case in their home group.</i></p>	<p>M</p>	<p><i>Staff go online to https://www.gov.uk/apply-coronavirus-test and apply for test. Only return to work if test is returned as negative or self-isolation period of 14 days is over.</i></p>	<p>22.5.20 and ongoing</p>	<p>L</p>
	<p>The approach for inducting new starters has been reviewed and updated in line with current situation.</p>	<p><i>New staff are unaware of procedures</i></p>	<p>M</p>	<p><i>Induction to include risk assessment, timetable and rotas.</i></p>		<p>L</p>
	<p>Return to school procedures are clear for all staff.</p>	<p><i>Staff unclear.</i></p>	<p>M</p>	<p><i>Risk assessment emailed to staff and logged on safeguard when staff have read document. Staff not to return to work in September until completed. Staff to send queries to line manager. Health Risk Assessment conversation with line manger completed for all staff returning to work.</i></p>	<p>22nd July 2020</p>	<p>L</p>
	<p>Arrangements to return any furloughed staff in place.</p>	<p><i>Staff and management unaware of situation.</i></p>		<p><i>Health Risk Assessment conversation with line manager has taken place. HR and Finance aware of return.</i></p>	<p>22nd July 2020</p>	
	<p>Any staff contracts that need to be issued, extended or amended considering the current situation have been.</p>	<p><i>Not a risk as normal HR procedures are in place.</i></p>			<p>22.5.20</p>	

	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.	<i>Not a risk as this in place – central HR team and link up to date.</i>				
	<p>Arrangements in place for any visitors/ contractors 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>	<i>Visitors and Contractors are unaware of protocols and would increase transmission.</i>	M	<p><i>Site Manager - Check with the contractor any requirements their employer has specified before visit. Share school protocols.</i></p> <p><i>No visitors to site unless prearranged and documented on sign in sheet with PPE and social distancing requirements are understood by both parties.</i></p>	22.5.20	L
	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.	<i>Risk of transmission through additional externally employed staff that are returning.</i>	M	<i>Office Manager to share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.</i>	Sept 1 st 2020	L
Group Sizes	All children are included in distinct groups/bubbles that do	<i>Toilet blocks shared by multiple classes</i>		<i>Bubble set at size of two classes.</i>	1 st Sept 2020	L

	not mix and the number of children in each bubble is as small as possible.		M	<i>This includes outside playtimes.</i> <i>Toilets cleaned more regularly.</i>		
	Staffing allocations to groups determined minimising contact with multiple groups as much as possible.	<i>Many adults crossing groups will widen spread of potential COVID case and lead to high staff numbers needing to self isolate.</i>	M	<i>Staff stay with allocated home group as much as is possible.</i>	1 st September	L
Social Distancing	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.	<i>Parents travel on public transport and increase risk of transmission.</i>	M	<i>Letter to parents includes encouraging them to walk or cycle to school.</i>	By 22 nd July 2020	L
	Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.	<i>Parents congregate and increase risk of transmission.</i>	M	<i>Letter to parents to explain that parents are unable to congregate near gates or doors.</i> <i>Signs in place to promote social distancing.</i> <i>On arrival, students go straight into classroom.</i> <i>Adults may wait on yellow floor markings if necessary.</i> <i>SLT on playground to ensure no breaching of social distancing where possible.</i>	22 nd July 2020 1 st Sept 2020	L

	<p>Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.</p>	<p><i>Children and adults not adhering to social distancing and increasing risk of transmission.</i></p>	<p>M</p>	<p><i>Handwashing and cleaning (if needed)</i></p> <p><i>Conversations with parents</i></p> <p><i>Risks assessments and individualised approach in place for students who might struggle to follow expectations</i></p>	<p>22.5.20</p> <p>Ongoing</p> <p>Ongoing as these occur</p>	<p>L</p>
	<p>Approach to assemblies – if still occurring, plan in place to manage social distancing.</p>	<p><i>Currently assemblies are cancelled. Bringing all children together for assembly would breach the bubble arrangements.</i></p>	<p>H</p>	<p><i>Assemblies are within bubbles.</i></p>	<p>1st Sept 2020</p>	<p>L</p>
	<p>Social distancing plans communicated with parents, including approach to breaches.</p>	<p><i>Children/adults breaching social distancing rules increases risk of transmission.</i></p>	<p>M</p>	<p><i>Handwashing and cleaning (if needed)</i></p> <p><i>Conversations with parents regarding social distancing rules, potential banning can occur if deliberate repeat offences.</i></p> <p><i>Risks assessments and individualised approach in place for students who might struggle to follow expectations</i></p>	<p>1st September 2020</p>	<p>L</p>
	<p>Arrangements in place for the use of the playground, including equipment.</p>	<p><i>Risk of transmission on hard surfaces if not cleaned between groups using them.</i></p>		<p><i>Bags of equipment for each group to use and</i></p>	<p>22.5.20</p>	<p>L</p>

	<p>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>M</p>	<p><i>cleaned each night.</i></p> <p><i>No use of adventure playground equipment.</i></p>		
	<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 without reducing teaching time • Staggered or limited amounts of moving around the school/ corridors • Classroom design • Some year groups eat Lunches in classrooms • Break and lunch times are staggered. Plans for social distancing during these times in place. <p>Toilet arrangements</p>	<p><i>Children come into contact with each other and transmit COVID19.</i></p>	<p>M</p>	<p><i>See Logistics plan for staggered times.</i></p> <p><i>Late children will go to the office and walk round to classroom. Late lunchboxes to be wiped by office team</i></p> <p><i>Each bubble has own outside space on playground and field.</i></p> <p><i>MDA assigned to own group where possible.</i></p> <p><i>Toilets to be cleaned after playtime and lunchtime.</i></p> <p><i>Reception, Year 1 and Year 2 only to use school dinner hall with cleaning in between by MDAs.</i></p> <p><i>Children will only use allocated toilet throughout the day.</i></p>	<p>1st Sept 2020</p>	<p>L</p>

				2 nd staff room available to enable social distancing and staff encouraged to not use as frequently.		
Catering	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.	<i>Cannot provide lunch for children.</i>	M	<i>Catering team return to work.</i> <i>Re-open kitchen to provide hot and cold meals for children.</i> <i>Catering staff to socially distance.</i>	1 st Sept 2020	
	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>Not clear if government daily fruit for infant children is being delivered – children may not have snack provided.</i> <i>Children mix while getting lunch.</i> <i>Handling money for fruit snack increases risk of transmission.</i>	M	<i>Reception, year 1 and Year 2 to eat in dinner hall at staggered times. Classes to not mix and to sit over 2m apart from other class. Other year groups eat in classrooms but take dinners from hall while other children sat eating. MDAs to collect finished dinners and return to hall. Cleaning between each year group bubble.</i>	1 st Sept 2020	L

				<p><i>No fruit trolley for KS2.</i></p> <p><i>Children can bring in own healthy snack.</i></p> <p><i>Adapted menu (provided by Essex LA) being used from September to reduce risk of transmission from catering staff.</i></p>	
PPE	<p>PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.</p>	<p><i>Staff do not understand when to use, how to use and dispose of PPE properly.</i></p>	<p><i>H</i></p>	<p>Staff are trained in when, how to use PPE and how to dispose of – see guides.</p> <p>Box of PPE for each class or shared between two classrooms, plus in office, kitchen, staffroom, LVH, SLT offices.</p> <p>PPE available: face masks, goggles, visors, aprons, gloves, hand sanitiser, tissues, soap, paper towels, mop caps.</p> <p>Full PPE should always be used for First Aid, Intimate Care (including</p>	<p>1.6.20</p> <p>1.6.20</p> <p><i>L</i></p>

				<p>putting on suncream if a young child is unable to do this) and if someone shows symptoms of COVID19.</p> <p>All staff will have PPE available to them to use should the need arise or should they feel they would like to use it. Clear face shields advised for effective teaching.</p> <p>Parents are aware that PPE is available to staff.</p>		
Confirmed Cases	<p>Process in place to engage with the Test and Trace and contract tracing process. Refer to ECC and public health guidance for more information.</p>	<p><i>School and community do not engage with Test and Trace meaning that decisions around closing bubbles are impaired.</i></p>	<i>H</i>	<p>All SLT and office staff to have PHE guidance available to them regarding Test and Trace procedures.</p>	<i>1st Sept 2020</i>	<i>L</i>
	<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 	<p><i>People do not understand or know procedures and therefore risk of transmission is increased.</i></p>	<i>H</i>	<p>Meeting Room 2 to be used for those displaying symptoms – no one else to use that room at other times and room to be ventilated.</p> <p>Staff aware of procedure to inform Katie Herbert or Lucy Fynn Catherine Stalham at first sign of symptom</p>	<i>1st September 2020</i>	<i>M</i>

	informing parent community in place			<p>for themselves or a child.</p> <p>All staff in that area to wear full PPE when symptom occurs.</p> <p>Site Manager to organise cleaning for said area and Meeting Room 2.</p> <p>School to ensure testing of child/adult is organised and carried out.</p> <p>Text sent to relevant parents if case confirmed and staff and children in bubble to self-isolate for 14 days.</p> <p>Text sent to relevant parents if suspected case and we are awaiting test results.</p> <p>Staff not to perform lifesaving breaths but just to perform cardiac compressions (see CPR guidance COVID 19.).</p>		
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<p>Response to suspected/ confirmed case of COVID19 in school</p>	<p>Approach to confirmed COVID19 cases in place: outside of school hours</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>Contamination of objects in school leads to increased risk of transmission.</i></p> <p><i>Child/adult may have infected other people in home group.</i></p>	<p>H</p>	<p>Instruct the child/adult to isolate.</p> <p>Ensure testing is arranged and completed.</p> <p>Communicate to relevant staff (verbally) and parents (by text).</p> <p>Site Manager to organise extra cleaning of area child/adult has been in contact with.</p>		<p>M</p>
	<p>Changes to the school day/timetables shared with parents.</p>	<p><i>Parents are unaware of changes to timetable - pick up and drop off times and points.</i></p>	<p>M</p>	<p>Communicate via letter regarding all changes to school day.</p>	<p>22nd July 2020</p>	<p>L</p>
	<p>All students instructed to bring a water bottle each day.</p>	<p><i>Children do not have access to water throughout the day.</i></p>		<p>Communicated via parent letter.</p> <p>Each child without water bottle to have own disposable plastic cup.</p>	<p>22nd July 2020</p>	
	<p>Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.</p> <p>This includes bringing together pupils who have remained in school during closure and those at home and celebrating non-</p>	<p><i>Children feel unprepared for returning to school and are unaware of new school rules.</i></p>		<p>School day and activities communicated to parents via letter. Child friendly document to help children prepare sent to parents. Transition booklet sent</p>	<p>1st Sept 2020</p>	

	<p>academic achievements of pupils whilst at home/ during school closure.</p>			<p>to all children. Meet the new teacher session was available for each child. All ch had video of new teacher x 3 to aid transition. All parents to receive letter regarding things they can do over the holidays to prepare. Parents sent letter regarding separation anxiety and how to manage this. Staff to receive guidance on this.</p> <p>All children who did not come to meet the teacher session/in school currently will be phoned by a teacher to ensure they are prepared.</p> <p>Google form sent to parents allows staff to have parent and child views on their feelings over lockdown and amount of learning which took place.</p> <p>On first week back teachers to focus on</p>	<p><i>22nd July 2020</i></p>	
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				<p>celebrating achievements over lockdown, wellbeing, change to routines, hygiene and new rules (use of PowerPoint at set points through day) achievements while in lockdown.</p> <p>2nd week back focus on class country learning and wellbeing.</p> <p>Wellbeing Manager and SLT on site to deal with any anxieties or concerns.</p>		
	<p>Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.</p>	<p><i>Children are suffering from Mental Health needs due to impact of lockdown.</i></p>		<p>Google form sent to parents helps staff identify any potential concerns.</p> <p>Wellbeing Manager on site to deal with any anxieties or concerns.</p> <p>Bereavement reading has been completed by staff.</p> <p>Training for staff on anxiety, attachment etc.</p>	<p><i>1st Sept 2020</i></p>	

				<p>Staff are aware to prioritise wellbeing over learning.</p> <p>Timetables for each year group ensure wellbeing at forefront of adult and child's mind.</p> <p>Access IP and EP support if necessary through SENCO.</p>		
Reception children are prepared to start school		<p><i>Reception children are not prepared to start school in September 2020</i></p>	M	<p>Induction meetings held over video on class dojo, individual zoom meetings between each parent/child and teacher, welcome videos from all SLT members. What to do over the summer holiday support list. Messaging available on class dojo.</p> <p>Children and parents offered a slot to come into school in first week to orientate themselves and ask any questions.</p>	<p><i>July 2020</i></p> <p><i>Sept 7th 2020</i></p>	L
<p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> Financial 		<p><i>Increased number of Families are in need – financially, mental health, DV, vulnerable.</i></p>	M	<p>Office staff communicated to parents re FSM eligibility and circumstances changing</p>	<p><i>Ongoing</i></p>	L

	<ul style="list-style-type: none"> Increased FSM eligibility Referrals to social care and other support PPG/ vulnerable groups			and checking service used. Wellbeing Managers continue to make social care referrals/Family Solution referrals etc. Wellbeing Managers to check in on vulnerable families during transition period.		
Remote Education Contingency Plan	All students have access to technology and remote learning offer which is available to be switched on as a contingency when needed.	<i>Bubble needs to self isolate because of a positive case of COVID 19</i>	<i>M</i>	Remote learning contingency available and ready to be switched on when needed. Paper Home learning packs sent home if required. Eligible children with social worker – applied for laptops. Home learning offer continuing.	<i>Ongoing</i>	<i>L</i>
Transition into new year group						
What will need to be different this year because	Online/ website support for families and young people around transition.	<i>Children feel unprepared for entering the next year group.</i>	<i>M</i>	Class Dojo used to communicate transition activities/photos/welcome from teachers etc.	<i>w/b 15th June</i>	<i>L</i>

of COVID19?						
Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	<i>Staff are unprepared for potential disclosures and to support wellbeing.</i>	L	<i>Staff refresher training session on processes – DSL on site = Katie Herbert, Catherine Stalham, Jane Fretwell, use Safeguard as normal. Lucy Fynn to send out wellbeing material to support staff.</i>	22.5.20	L
	Updated Child Protection Policy in place.	<i>Child Protection Policy does not take into account current circumstances.</i>	L	<i>Adopted Most recent ECC child protection policy from Sept 2020</i>	Sept 2020	L
	Work with other agencies has been undertaken to support vulnerable CYP and families. Consideration given to any CYP who may need support with their return to school and consultation has been undertaken with the family and other agencies involved.	<i>Schools are not liaising with other agencies and therefore information unknown and support not in place. Schools are unaware of potential safeguarding issues with families.</i>	M	<i>All DSLs are in contact with other agencies as necessary, regular contact with school nursing team/Alternative Provision/counsellors to support vulnerable families. Google form allows DSLs to be aware of potential safeguarding issues. Staff to contact any families who may need support with returning to school.</i>	Ongoing July 22 nd 2020	L

	<p>Consideration given to the safe use of physical contact in context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.</p>	<p><i>Increased risk of transmission if need for physical contact.</i></p>	<p><i>M</i></p>	<p><i>Review individual consistent management plans to ensure they include protective measures – Lucy Fynn.</i></p> <p><i>Generalised CBMP devised to share with all staff to support them with dealing with situations that may usually involve contact.</i></p> <p><i>Red card system not in place – staff members to phone mobiles of Catherine Stalham Katie Herbert, Lucy Fynn, Chris Fieldstead or Jane Fretwell if any problem.</i></p>	<p><i>1st September 2020</i></p>	<p><i>L</i></p>
<p>Curriculum / learning environment</p>	<p>Current learning plans, revised expectations and required adjustments have been considered.</p>	<p><i>Increased risk of transmission for items that cannot be cleaned and resources that may need to be shared.</i></p> <p><i>EYFS provision has been modified to ensure safe using of resources and encourage social distancing.</i></p>	<p><i>M</i></p>	<p>Each pupil has own set of high contact resources Resources that cannot be cleaned are not used.</p> <p>Removal of non essential toys and furnishings.</p> <p>Timetable of activities reflect above.</p>	<p><i>1st September</i></p>	<p><i>L</i></p>

	<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 – including no contact sport • Practical science lessons • DT/ FT 	<p><i>Increased transmission through certain activities in which social distancing cannot take place.</i></p>		<p>Consideration given to these activities and timetable drawn up appropriately.</p> <p>Only Youth Sports Trust non-contact PE activities. Resources used only for each bubble and cleaned.</p>	<p><i>1st September</i></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 • utilising the DFE catch up funding and programmes 	<p><i>Risk of not recognising pupil achievements during lockdown or prioritising academic curriculum over wellbeing and SEMH needs.</i></p>	<p><i>L</i></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>Staff clear that wellbeing is prioritised over rest of curriculum and to be flexible as required. Outdoor learning will be promoted.</i></p>	<p><i>22.5.20</i></p>	<p><i>L</i></p>
	<p>Student behaviour policy reviewed and amended where necessary in line with the current circumstances.</p>	<p><i>Does current behaviour policy suit current circumstances?</i></p>	<p><i>L</i></p>	<p><i>Behaviour policy to be implemented but to be reviewed regularly to ensure compliance with</i></p>	<p><i>1st Sep 2020</i></p>	<p><i>L</i></p>

				<p><i>safety measures. Restart will continue with teacher in own bubble. SLT will take opportunities to reflect on behaviour with children</i></p>		
CYP with SEND	<p>Consider any CYP who may need support with their return to school and consult with the family and other agencies involved. Including any support for CYP to understand new rules ie. social distancing.</p>	<p><i>CYP does not understand social distancing.</i></p>	<p><i>M</i></p>	<p><i>SENCO/teacher to discuss provision in place for child on return to school. Additional provision put in place if necessary, including reduced timetables.</i></p>	<p><i>1st Sept 2020</i></p>	<p><i>L</i></p>
	<p>Approach to provision of the elements of the EHCP including health/therapies.</p>	<p><i>EHCP provision cannot be provided.</i></p>	<p><i>M</i></p>	<p><i>SENCO to ensure all children with EHCPs are getting appropriate provision.</i></p> <p><i>School to have put reasonable endeavours to put EHCP in place during lockdown.</i></p>	<p><i>Sept 1st 2020</i></p>	<p><i>L</i></p>
	<p>Annual reviews.</p>	<p><i>Annual reviews cannot take place.</i></p>	<p><i>M</i></p>	<p><i>SENCO to make reasonable endeavours to conduct these virtually through liaison with LA.</i></p>	<p><i>Ongoing summer term</i></p>	<p><i>L</i></p>

	Requests for assessment.	<i>Requests for assessment cannot take place in the current time.</i>	<i>M</i>	<i>SENCO to log evidence for EHCP applications as required.</i>	<i>Ongoing summer term</i>	<i>L</i>
Attendance	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.	<i>Children may not attend due to anxiety.</i>	<i>M</i>	<i>Google form allows identification of potentially anxious pupils/families. Support in place via Wellbeing Mangers and work closely with attendance officer and support Persistent absentees.</i>	<i>1st September</i>	<i>L</i>
Communication staff	Information shared with staff around the full opening plan, returning to site.	<i>Staff are unprepared for re-opening.</i>	<i>M</i>	<i>Emails to communicate rotas/timetables/expectations/safeguarding procedures/risk assessment. Telephone conversation with each member of staff returning to school clarifying needs of staff member and expectation of working pattern (see individual staff risk assessments).</i>	<i>By 22nd July</i>	<i>L</i>
Communication parents	Full opening plans shared with Directors.	<i>Directors are not aware of risk assessment changes.</i>	<i>M</i>	<i>Share risk assessment 15.7.20</i>	<i>15.7.20</i>	<i>L</i>
	Union representatives consulted on full opening plans	<i>Union reps unaware of risk assessment</i>	<i>M</i>	<i>Risk assessment published on website and shared with staff</i>	<i>July 22nd 2020</i>	<i>L</i>

	<p>Communications with parents:</p> <ul style="list-style-type: none"> • Plan for full opening • Social distancing plan • Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning • Attendance • Uniform • Transport • Behaviour • Test and trace • Staggered start and end times • Expectations when in school and at home (if self isolating necessary) 	<p><i>Parents are unaware of procedures in place for full opening.</i></p>	<p><i>M</i></p>	<p><i>Emails and communication via Class Dojo ensure that parents are aware of procedures for reopening, social distancing, wellbeing support etc.</i></p>	<p><i>July 22nd 2020</i></p>	<p><i>L</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 (if self isolating is necessary) • Travelling to and from school safely 	<p><i>Children unaware of procedures in place for reopening</i></p>	<p><i>M</i></p>	<p><i>Communication to parents enables communication to children.</i></p> <p><i>Staff to spend first week clarifying expectations and changes to school life to children, to ensure they are clear and understand (use of child PowerPoint).</i></p>	<p><i>Ongoing</i></p>	<p><i>L</i></p>
	<p>On-going regular communication plans determined to ensure parents are kept well-informed</p>	<p><i>Parents not informed.</i></p>		<p><i>Ongoing letters, website updates, Class dojo, social media.</i></p>	<p><i>Ongoing</i></p>	

	Meetings and decisions that need to be taken prioritised.	<i>Decisions are not made.</i>	<i>L</i>	<i>Virtual governing body meetings allow decisions to be made as and when necessary.</i>	<i>Ongoing as necessary</i>	<i>L</i>
Directors/ Governance	Directors are clear on their role in the planning and full opening of the school, including support to leaders. Approach to communication between Leaders and Directors is clear and understood.	<i>Directors are unclear on their role and there is lack of communication between Directors and Leaders.</i>	<i>L</i>	<i>CEO, Chair of Directors and Head teachers are liaising regularly to ensure communication is effective and full opening plans are understood and agreed by all.</i>	<i>Ongoing</i>	<i>L</i>
	Certain aspects of governance are on-hold in order to deal with the immediate situation, these are agreed and clear with all Directors and there is a plan for when these will be reviewed and potentially reinstated.	<i>Agenda items are left on hold for too long or there is a lack of clarity over priorities.</i>	<i>L</i>	<i>Regular communication between Chair of Directors Headteacher and Clerk to ensure all necessary matters are dealt with effectively and in a timely manner.</i>	<i>Ongoing</i>	<i>L</i>
			<i>M</i>		<i>22.5.20</i>	<i>L</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>Trips/events could cause increased risk of transmission.</i>	<i>M</i>	<i>All public events are cancelled for the first half term in Autumn. All trips are cancelled for the first half term in the Autumn term.</i>	<i>Ongoing</i>	<i>L</i>
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.	<i>Additional costs are not tracked and cannot reclaimed.</i>	<i>M</i>	<i>Office manager to keep track of additional costs and to liaise with</i>	<i>Claim in Sept 2020</i>	<i>L</i>

				<i>Finance team.</i>		
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM	<i>Claims not submitted.</i>	<i>M</i>	<i>Change from Wonde to Edenred for FSM to ensure costs are reimbursed.</i> <i>Finance are aware of additional costs at correct time.</i>	<i>Claim in sept 2020</i>	<i>L</i>
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	<i>Leaders do not understand implications of reduced income.</i>	<i>M</i>	<i>Leaders are aware of lack of income through stopping lettings of LVH and after school clubs during Lockdown.</i>	<i>Ongoing</i>	<i>L</i>
Before and after school clubs	Approach in place for before/after school clubs implements the necessary protective measures. Clubs include: Breakfast club, Willows after school club and Friday afternoon club.	<i>Risk of increased transmission of the virus due to higher number of contacts, potentially across bubble groups / year groups.</i>	<i>M</i>	<i>Breakfast club and afterschool club to be in Lake View Hall.</i> <i>Each year group will be seated at socially distanced tables.</i> <i>Breakfast club enter via door on the entrance drive.</i> <i>Resources are allocated for each year group and only these children use those resources (unless cleaned in between).</i> <i>Parents not coming in hall.</i> <i>Enhanced cleaning.</i>	<i>Sept 1st 2020</i>	<i>L</i>

				<p><i>Hand washing on entry, exit, before and after eating.</i></p> <p><i>Outdoor learning and place will take place in zones within year groups to minimise risk.</i></p> <p><i>Yellow markings in place for lining up to enter / exit the clubs at the front and back.</i></p> <p><i>No adults to enter LVH.</i></p> <p><i>Each day for each club will be a consistent bubble. No ad hoc entries can be made to the clubs, this includes for children who have not been collected.</i></p>		
	Deanes / PE clubs afterschool	<i>Risk of increased transmission of the virus due to higher number of contacts, potentially across bubble groups / year groups.</i>	M	<p><i>PE clubs to be provided for one year group per session. Resourced to be cleaned before and after use.</i></p> <p><i>Clubs will take place outdoors, unless weather is too poor, (club may need to be cancelled / moved to the hall).</i></p>	1.9.2020	L
Lettings	Lettings can resume but must follow government guidance and necessary precautions.	<i>Risk of visitors to the school, increasing transmissions and increased contacts</i>	M	<p><i>Increased cleaning of shared areas, high contact points before and after the hire.</i></p> <p><i>Lettings lead is aware</i></p>	1.9.2020	L

			<p><i>of and following PHE guidance. Schools letting checklist ensures signed agreement of all necessary precautions and school health and safety expectations are clear.</i></p> <p><i>Lettings to be moved to the demountable to reduce contacts in school building and to ensure social distancing.</i></p>		
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