

COVID19: Full Opening Risk Assessment and Action Plan 8th July 2020

SCHOOL NAME: Fawbert and Barnard's Primary School

OWNER: Sue Spearman

This risk assessment was originally written with part opening in place, from 8th July it is being written for full opening from September.

DATE: 18/05/20 updated, 19/5/20, 20/5/20, 21/5/20, 25/5/20, 29/5/20, 2/6/20, 5/6/20, 10/6/20, 16/6/20

Updates 26/6 Full update 8/7/2020

LGB signed off the RA on 21/5/2020

Trustees signed off the RA on 27/5/2020

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.

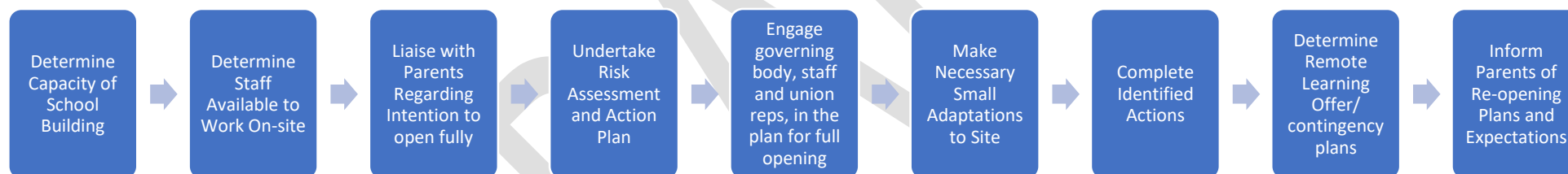
Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- 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'

- "This is a dynamic risk assessment, to be updated as new information becomes available. Alterations to this document will be recorded with version numbers, (V 1:00) and dated. Each version will be stored, giving a demonstrable paper trail.
- It is the responsibility of the Headteacher or persons deputising to update the dynamic risk assessment. The health and safety governor will scrutinise this process.
- The risk assessment is not able to assess the risk posed by the virus itself or the level of infected persons in the community, it relies on advice from government, both central and local, to take this risk into account in their advice to schools.
- It is the responsibility of the Headteacher to reduce the risk if there are an unreasonable number in the medium and high category. Action may include reducing pupil numbers and or closing the school "

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 assessment and planning	Risk assessment process fully engages staff, governing body and union representatives	Staff and Governors are unaware of the opening of school	M	Share risk assessment with trustees, governors and all staff and union reps. Invite comments and questions from all	5/9/20 Govs – 24/9/20	L

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<p>Preparing Buildings and Facilities</p>	<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 	<p><i>Site manager could go off sick</i></p> <p><i>Fire Practice needed this term</i></p> <p><i>Regular water checks to take place</i></p> <p><i>Legionella test</i></p> <p><i>Deep clean of kitchen</i></p> <p><i>Emergency lighting testing</i></p> <p><i>Site risk assessments and regular checks on equipment have not taken place?</i></p>	<p><i>H</i></p> <p><i>M</i></p> <p><i>M</i></p> <p><i>M</i></p> <p><i>M</i></p> <p><i>M</i></p> <p><i>H</i></p> <p><i>H</i></p>	<p><i>HT / SLT carrying out duties</i></p> <p><i>Source alternative suitably trained person if long term</i></p> <p><i>Carry out fire test</i></p> <p><i>Regular water checks</i></p> <p><i>Catering Manager to deep clean kitchen</i></p> <p><i>Emergency Lights tested in every room</i></p> <p><i>Risk assessments are all up to date and include COVID 19 strategies</i></p> <p><i>All equipment meets H & S standards</i></p>	<p><i>22/5/20</i></p> <p><i>ongoing</i></p> <p><i>26/05/20</i></p> <p><i>03/09/20</i></p> <p><i>ongoing</i></p> <p><i>ongoing</i></p>	<p><i>L</i></p> <p><i>L</i></p> <p><i>L</i></p> <p><i>L</i></p> <p><i>L</i></p> <p><i>L</i></p> <p><i>L</i></p>
	<p>Office spaces re-designed to allow office-based staff to work safely.</p>	<p><i>Too many office staff in space to allow social distancing</i></p>	<p><i>M</i></p>	<p><i>Signage in place to remind staff of limits of capacity per room.</i></p> <p><i>Where site visit is needed, social</i></p>	<p><i>20/05/20</i></p>	<p><i>L</i></p>

		<i>Open to close proximity to parents/ guardians</i>	<i>H</i>	<i>distancing to be maintained</i> <i>Tape to mark where staff can stand to keep office staff safe</i> <i>Screens ordered for SBM and OM desks and screen for receptionist</i>	<i>Ongoing</i> <i>30/9/20</i>	<i>L</i> <i>L</i>
<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>	<i>Bottlenecks likely at entrance to school and public footpath.</i>	<i>M</i>	<i>One- way system in place to enter and exit the school. Signage in place.</i> <i>Limit parents on main playground to kiss and go.</i>	<i>31/5/20</i>	<i>L</i>	
	<i>Social distancing unlikely to be maintained in these areas.</i>	<i>M</i>	<i>Field gate opened to decrease congestion on public footpath. One-way system in place on footpath but unable to enforce this</i>	<i>02/06/20</i>	<i>L</i>	
	<i>Public footpath is crowded.</i>	<i>M</i>	<i>Staggered opening times</i>	<i>16/6/20</i>	<i>L</i>	
	<i>Small corridors in main building preventing social distancing.</i>	<i>M</i>	<i>One-way system to walk around the main building of the school. Signage in place to remind staff and pupils.</i>	<i>20/5/20</i>	<i>L</i>	

				<i>Markers on the floor to help social distancing for adults</i>		
	Consideration given to premises lettings and approach in place.	<i>Hall used for staggered lunches. Cannot be let and reassembled with sufficient time for cleaning in between.</i>	<i>M</i>	<i>Lettings risk assessment completed when lettings resume</i> <i>Guidance for afterschool clubs and breakfast clubs to be followed by lettings company.</i> <i>Do lettings companies wish to resume letting contract?</i>	<i>ongoing</i>	<i>L</i>
	Consideration given to the arrangements for any deliveries.	<i>No social distancing when deliveries made into main building.</i> <i>Staff at risk when giving out things to parents</i>	<i>M</i>	<i>Deliveries left on site not necessarily in office</i> <i>Gloves worn when retrieving deliveries delay opening by 5 days</i> <i>social distancing maintained</i> <i>Parents on site will be minimal</i>	<i>Ongoing</i> <i>Ongoing</i> <i>ongoing</i>	<i>L</i> <i>L</i> <i>L</i>
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 muster points need to allow social distancing for staff.</i> <i>Evacuation routes would cause multiple</i>	<i>M</i>	<i>Revised evacuation procedure and share with all staff and children.</i>	<i>20/5/20</i>	<i>L</i>

	<p>Consideration given to PEEP – buddies are assigned or reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<p><i>groups/bubbles of people to come into contact. More appropriate alternatives are possible.</i></p> <p><i>Children and staff won't know what to do</i></p> <p><i>Are all risks considered? If staff are working from home buddies need to be reassigned when necessary.</i></p> <p><i>Access plans need reviewing and updating. Do they meet current needs?</i></p> <p><i>How will we ventilate all rooms as per government guidance?</i></p> <p><i>How will we ensure cleaning of current staff register?</i></p>	<p><i>M</i></p> <p><i>M</i></p> <p><i>H</i></p>	<p><i>Evacuation plan will still be followed but final meeting destination will be outside or following social distancing.</i></p> <p><i>Practice fire drill, termly</i></p> <p><i>Risk assessments are in place and reviewed and updated for COVID-19.</i></p> <p><i>EHCP pupils in different rooms which affects VI pupil. Buddy system updated</i></p> <p><i>Access plans shared with staff and agreed with parents</i></p> <p><i>Windows will be opened and doors kept open on all classrooms – risk to Covid-19 is higher than fire risk. Less risk of contamination if doors are left open</i></p> <p><i>Registers printed for evacuation, staff and</i></p>	<p><i>20/5/20</i></p> <p><i>Ongoing</i></p> <p><i>15/5/20</i></p>	<p><i>L</i></p> <p><i>L</i></p> <p><i>L</i></p> <p><i>L</i></p>
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				visitors still signing in on sheet		
Cleaning and waste disposal	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.		M	Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly twice a day.	20/05/20	L
		No onsite cleaner during the day.	M	Site manager to regularly clean hot spots over site before midday.	03/06/20	L
		How will we manage drying hands	M	Roller towels to be reinstalled, children taught to use them, weekly change over with company. Review after 3 weeks to see if they last a day.	01/06/20	L
				Regular daily cleaning of iPads, photocopier, telephones, keyboards etc with checklists in place for all roles	22/9/20	L
				Cleaners will clean at end of day.	18/05/20	L
						20/05/20

				<i>TAs/ CT to be told only one clean is needed during the day. Can children be involved in this?</i>		
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	<i>Not enough cleaning staff available to enhance cleaning regime.</i>	<i>M</i>	<i>All staff have volunteered to support regular cleaning.</i> <i>Shared equipment will be limited to 2 pupils.</i> <i>Latest advice followed for cleaning including 48/72 hour rule</i> <i>Reducing areas to clean – doors left open</i>	<i>Week commencing 18/05/20</i>	<i>L</i>
	Adequate cleaning supplies and facilities around the school are in place. Arrangements for longer-term continual supplies are also in place.	<i>Low supply of hand sanitizer</i> <i>Storage of hand sanitizer</i> <i>No hand sanitizer for visitors, low supplies of soap, no tissues</i>	<i>M</i> <i>M</i>	<i>Hand sanitiser available at the school office children can bring in own hand sanitizer. This will be taken home each day.</i> <i>School Hand sanitizer only to be used by adults and to be stored in cleaning cupboard for bulk supplies and out of children's reach in class</i> <i>Children requested not to bring in hand</i>	<i>18/05/20</i> <i>5/6/20</i>	<i>L</i> <i>L</i>

				<p><i>sanitizer due to fire risk and alcohol content</i></p> <p><i>Site manager liaises with Office Manager to ensure all ordering is completed in a timely manner.</i></p> <p><i>Disposal of tissues and gloves in each classroom by use of Smaller foot open bins catch it, bin it, kill it</i></p>	<p><i>20/05/20</i></p> <p><i>Ongoing</i></p>	<p><i>L</i></p> <p><i>L</i></p>
Sufficient time is available for the enhanced cleaning regime to take place.	<p><i>Is there sufficient time to clean between groups and personnel to do this?</i></p>	<i>M</i>	<p><i>Cleaner have identified areas</i></p> <p><i>Site manager to do additional clean during day</i></p> <p><i>Classroom cleaning to be done by pupils or staff once during the day</i></p> <p><i>Hall will be cleaned between bubbles</i></p> <p><i>Review after 3 weeks to establish if additional hours are needed</i></p>	<p><i>01/06/20</i></p> <p><i>01/06/20</i></p>	<p><i>L</i></p> <p><i>L</i></p>	
Waste disposal process in place for potentially contaminated waste.	<p><i>Contaminated tissues and waste could cause spread of COVID</i></p>	<i>M</i>	<p><i>Small lidded bins in all rooms for tissues and gloves and to be double bagged. Catch it, bin it, kill it</i></p>	<p><i>11/05/20</i></p> <p><i>11/5/20</i></p>	<p><i>L</i></p> <p><i>L</i></p>	

				<i>Waste collections after hours</i>		
	Waste process in place for safe removal and disposal of face masks	<i>Face masks not disposed of correctly</i>	H	<i>Video seen by staff who may wear head shields and face masks for potential contaminate pupil. Posters in place around school for safe removal Face masks will be disposed of in lidded bins and double bagged</i>	4/9/20 1/6/20	L L
Classrooms						
	Classrooms have been re/arranged to allow as much space between individuals as practical.	<i>Reading corners and soft furnishings? Are tables forward facing Are teachers 2m away from children?</i>	M	<i>Layout of class to ensure all children facing forward Adults have 2m space to be away from children Resources will be given to individual children or in smaller bubbles of 4 – 6</i>	03/09/20 03/09/20	L L
	Classroom entry and exit routes have been determined and appropriate signage in place.	<i>How will parents, children and staff know routines for social distancing?</i>	H	<i>No entry signs in main building, one-way system in place Toilet signs and on soap dispensers so children know which to use</i>	20/05/20	L

	<p>Appropriate resources are available within all classrooms 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>Non-essential resources or equipment which are not easily washable or wipe able 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>Furniture arranged to minimise contact as much as possible e.g. desks side by side, facing front, where age appropriate</p>	<p><i>Soft toys, cushions and beanbags in EYFS and Y1 not easily washable. Should children have these?</i></p> <p><i>How will we ensure resources are not shared between pupils and are clean without effecting children's education?</i></p> <p><i>No COVID19 information posters currently in place. Limited reminders/ awareness for children. How will they remember?</i></p> <p><i>Will furniture fit to ensure everyone is facing front and teachers have 2m.</i></p>	<p>M</p> <p>M</p> <p>M</p> <p>L</p>	<p>Daily cleaning of iPads using wipes, same iPad for each pair of children. Teachers to wear gloves to put on charge. Remove soft furnishings from classrooms.</p> <p>Resources will be shared per table (2 pupils) or smaller bubbles of 4- 6 and not shared around the room.</p> <p>Ipads will be 1 for 2 pupils and numbered to ensure the same is used each day.</p> <p>EYFS equipment to be cleaned regularly.</p> <p>e-Bug posters displayed: Horrid hands Super sneezes Hand hygiene Respiratory hygiene Microbe mania Pupils have their own resource box, no sharing.</p> <p>Soft furniture is removed.</p>	<p>01/06/20</p> <p>18/05/20</p> <p>19/05/20</p> <p>29/06/20</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>
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				<p>Reading books returned to school will be left 72 hours before re using.</p> <p>PE equipment will be dedicated to a class bubble for a half term or 4 weeks. Then washed before being returned</p> <p>Lunchtime equipment is class, bubble based and not shared.</p> <p>Picnic tables will be used, children asked to use the same table each time if possible. Hands washed before and after breaks/lunch. Adults to be 2m away from tables at all times.</p> <p>Pencil cases are not allowed in school to minimise cross-contamination and the need to clean them and prevent sharing on a table, this will be reviewed October 2020</p>		
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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 • Designated Safeguarding Lead (DSL) • SENCO • Caretaker/site member • Office staff member 	<p><i>Will there be enough staff to allow this to happen?</i></p> <p><i>How will self-isolation and sickness impact staffing?</i></p>	<p>H</p> <p>H</p>	<p><i>Self-declaration forms issued to establish who can work</i></p> <p><i>Risk assessments carried out for all clinically vulnerable staff</i></p> <p><i>Temporary change of hours forms completed where this helped mitigate risks.</i></p>	<p>20/05/20</p> <p>01/09/20</p>	<p>M</p> <p>L</p>
	<p>Approach to staff absence reporting and recording in place. All staff aware.</p>	<p><i>What do staff do if they think they have COVID 19</i></p>	<p>L</p>	<p><i>Follow normal staff absence procedures</i></p> <p><i>Track and trace, isolate bubbles if needed</i></p>	<p>Ongoing</p>	<p>L</p>
	<p>Risk assessments are in place for the staff who are previously working from home, due to shielding</p> <p>(Clinically vulnerable or living with these groups) Or/and all appropriate arrangements for mitigating the risks are identified</p>	<p><i>Staff shielding will return to school and mitigate risks</i></p>	<p>M</p>	<p><i>Stay in one bubble as much as possible for identified staff. Individual risk assessments completed with Headteacher and risks causing anxiety are mitigated. Temporary hours documentation completed where needed.</i></p>	<p>22/05/20</p> <p>21/7/20</p>	<p>L</p> <p>L</p>

				<p><i>Review in place for early October.</i></p> <p><i>Arrangements for limited cross bubble teaching/working.</i></p>		
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>How will we cover safeguarding and leadership if staff are off sick?</i>	<i>H</i>	<i>Other TMAT heads will support</i>	<i>20/05/20</i>	<i>L</i>	
Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable (e.g. no ties).	<i>SLT to discuss this and make a decision – dressing down at the moment</i>	<i>M</i>	<p><i>Share with all staff new dress code in staff meeting and TA meetings</i></p> <p><i>No lanyards and ties to be worn to reduce cross contamination, smart casual dress to be worn.</i></p>	<i>03/09/20</i>	<i>L</i>	
Approaches for meetings and staff training in place.	<p><i>How will meeting and training take place?</i></p> <p><i>How will we induct new staff?</i></p>	<p><i>M</i></p> <p><i>H</i></p>	<p><i>Training and meetings to be completed online via Zoom or social distancing implemented</i></p> <p><i>Day induction not involving children or bubbles to be held after children break up for summer</i></p>	<p><i>20/05/20</i></p> <p><i>Ongoing</i></p>	<p><i>L</i></p> <p><i>L</i></p>	

	<p>staffing roles and responsibilities with regards to the continued remote provision alongside in-school provision.</p>	<p><i>If pupils are isolating how will online learning be set and monitored</i></p>	<p>M</p>	<p><i>Daily work from class will be uploaded for pupils continuing the learning sequence.</i></p> <p><i>Use of Oak national trust, BBC bite size</i></p> <p><i>Isolating staff will monitor seesaw and tapestry.</i></p> <p><i>If the whole bubble closes, online learning will follow planning and ensure bespoke accelerated learning continues</i></p>	<p>01/06/20</p> <p>01/05/20</p>	<p>L</p> <p>L</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>Who can help with regular cleaning?</i></p> <p><i>Specialist teachers – how will this work?</i></p>	<p>H</p>	<p><i>Site manager to clean more often before end of morning shift.</i></p> <p><i>Temporary change of hours contracts issued where needed</i></p> <p><i>TAs/teachers to cover own bubbles break duty.</i></p> <p><i>Volunteers asked to work only in one bubble, induction</i></p>	<p>03/06/20</p> <p>01/05/20</p> <p>20/05/20</p>	<p>L</p> <p>L</p> <p>L</p>

				<p><i>revisited and COVID RA shared.</i></p> <p><i>MDAs hours change to suit staggered lunch</i></p> <p><i>Drama teacher will either teach in classrooms or teach a class bubble for a whole day.</i></p> <p><i>PE teacher will limit the bubbles she teaches and teach outside</i></p> <p><i>Counsellor will work outside or from 2 m</i></p> <p><i>Music teachers will have own RA and work 1:1 only.</i></p>		
<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>Are teachers/ staff aware of support around them they can receive?</i></p> <p><i>Are staff aware on how they can support children during this period?</i></p>	<p>H</p> <p>H</p>	<p><i>Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service</i></p> <p>https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx</p>	<p>20/05/20</p> <p>01/06/20</p>	<p>L</p> <p>L</p> <p>L</p>	

				<p><i>Mental wellbeing will be a focus for staff and pupils after training given in July</i></p>	<i>Ongoing</i>	<i>L</i>
				<p><i>TMAT bereavement policy is in place</i></p>	<i>Ongoing</i>	<i>L</i>
				<p><i>Information provided on CV page of website</i></p>	<i>Ongoing</i>	
				<p><i>All advice received is passed onto all staff on well-being</i></p>		<i>L</i>
				<p><i>Regular staff meeting</i></p>	<i>Ongoing</i>	
				<p><i>TA meeting time to discuss how things are going, changes that are needed, worries and concerns</i></p>		<i>L</i>
				<p><i>Use survey of staff on wellbeing and effects of COVID, explore what training can be given for staff to support pupils. All staff saying they are anxious have been contacted by Headteacher and concerns discussed.</i></p>		<i>L</i>

				<i>Ensure recovery plan includes these areas of mitigation for risk</i>		
<p>Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.</p> <p>Process in place for use of limited number of self-testing kits</p>	<p><i>Are testing available for staff who have COVID-19? How will the school deal with a suspected case?</i></p> <p><i>How will track and trace impact staffing?</i></p>	<i>H</i>	<p><i>Follow new track and trace</i></p> <p><i>Training will be in place for self-testing kits</i></p>	<i>18/05/20</i>	<i>L</i>	
<p>The approach for inducting new starters has been reviewed and updated in line with current situation.</p>	<p><i>New members to start in September, when would induction occur? How?</i></p>	<i>H</i>	<p><i>Online zoom training, with Deputy head for support before starting, social distancing rules shared before coming on site for transition arrangements in July</i></p>	<i>01/07/20</i>	<i>L</i>	
<p>Return to school procedures are clear for all staff.</p>	<p><i>What is the procedure of staff returning after having COVID- 19?</i></p> <p><i>When are vulnerable staff able to come back to work?</i></p> <p><i>How will all staff keep up to date with the updated RA?</i></p>	<p><i>H</i></p> <p><i>H</i></p> <p><i>H</i></p>	<p><i>Staff to be tested and cleared with test results before coming back to school</i></p> <p><i>RTW forms completed upon return by staff and line managers</i></p> <p><i>Those isolating will complete RA and discuss with HT</i></p>	<p><i>Ongoing</i></p> <p><i>Ongoing</i></p> <p><i>Ongoing</i></p>	<p><i>M</i></p> <p><i>L</i></p> <p><i>L</i></p>	

Any staff contracts that need to be issued, extended or amended considering the current situation have been.	None in school				
Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.	<i>What will happen to capability proceedings that have been started?</i>	L	<i>Proceedings will resume in September and be linked to PMRs</i>	01/07/20	L
<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>	<p>Which visitors are available to come on site?</p> <p>How will we ensure children and staff are safe?</p>	L	<p><i>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</i></p> <p><i>Visitors only allowed if work cannot be carried out elsewhere – social distancing to be maintained- risk assessment share</i></p> <p><i>Try to arrange visits out of periods when children are on site.</i></p>	18/05/20	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>Who will attend school? How will they deliver to single bubbles, one to one tuition?</i>	H	<i>Music lessons via zoom or Teams or will visit school and work 1:1 Share amended procedures, obtain their assessments, outlining</i>	1/9/20	L

				<i>controls E.G. offering limited activities which maintain distancing, or equipment stringently cleaned and to one bubble only</i>		
Group Sizes	All children are included in distinct groups or bubbles that do not mix and the number of children in each bubble is as small as possible.	<i>Toilet blocks shared by Y5 / 6</i>		<i>Extra sinks fitted Toilets/ sinks labelled for each class in Y5/6</i>	<i>Ongoing</i>	<i>M</i>
	Staffing allocations to groups determined, including consistency and any solutions to insufficient staffing numbers.	<i>Is there enough staff to support returning pupils? How will staff stay safe?</i>	<i>H</i>	<i>Teacher and TA set with bubble group to stop cross contamination Teacher/TA cover playground duty</i>	<i>20/05/20 1/6/20</i>	<i>L L</i>
Social Distancing	Arrangements for social distancing in place to consider: <ul style="list-style-type: none"> • Staggered school drop off/pick up times and locations (if possible) without reducing teaching time • Staggered or limited amounts of moving around the school/ corridors • Classroom design 	<i>How will children come into school?</i>	<i>H</i>	<i>Staggered start and end of day Parents not allowed on KS2 site and encouraged to Kiss and Go. No meetings face to face with teachers but communication via email</i>	<i>20/05/20</i>	<i>L</i>
		<i>How will we keep the school running with all children in? How will layouts of the classroom look like in order</i>	<i>H</i>	<i>Teachers to be at classroom doors for drop off and collection.</i>	<i>20/05/20</i>	<i>L</i>

	<ul style="list-style-type: none"> • 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>to keep social distancing for staff?</i></p> <p><i>How will we ensure children social distance from adults?</i></p> <p><i>How will we ensure hygiene is met when children use the toilet facilities?</i></p>	<p>H</p> <p>H</p>	<p><i>Rotas to ensure no mixing of bubbles for playtime and lunch, PE</i> <i>Minimal movement throughout the day</i> <i>No assembly gatherings</i></p> <p><i>Lessons on how to act during break times and lunch times. Sit in classroom and class rules written.</i> <i>Lessons in keeping 2m away from teachers but being able to play with children</i> <i>Lessons on hygiene, monitor the hand washing. Using roller towels</i></p>	<p>18/05/20</p> <p>10/09/20</p> <p>10/9/20</p>	<p>L</p> <p>M</p> <p>L</p>
	<p>Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.</p>	<p><i>Will children all stand together not social distancing from staff when coming into school? (see above on footpath)</i></p>	<p>H</p>	<p><i>Children taught they can play together, sit together from September but must social distance from other bubbles and all staff</i></p> <p><i>Staggered start/end followed</i></p> <p><i>Conversations with parents if needed,</i></p>	<p>01/09/20</p>	<p>L</p>

				<i>addendum to behaviour policy followed</i>		
Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.	<p><i>What will happen when children breach social distancing away from adults?</i></p> <p><i>(see above for information sent to parents to share with pupils before starting and pupil sheets)</i></p>	<i>H</i>	<p><i>New behaviour policy addendum</i></p> <p><i>Conversations with parents if needed and on newsletters etc</i></p> <p><i>Risks assessments and individualised approach in place for students who might struggle to follow expectations</i></p> <p><i>Lessons delivered to classes including rules and sanctions</i> <i>Handwashing and cleaning (if needed)</i></p> <p><i>Children who have not yet returned to school have been invited in on 4/9 for a tour and explanation of social distancing.</i></p>	<p><i>01/06/20</i></p> <p><i>10/6/20</i></p>	<i>L</i>	
Approach to assemblies – if still occurring, plan in place to manage social distancing.	<i>How will we run assemblies but keep social distancing without mixing bubbles?</i>	<i>H</i>	<i>No assemblies to occur in the hall. Assemblies will occur via Zoom, children to stay in class within bubble.</i>	<i>01/06/20</i>	<i>L</i>	

		<i>Currently assemblies are cancelled. Bringing all children together for assembly would breach the bubble arrangements</i>		<i>Tony has offered zoom assemblies</i>	<i>10/6/20</i>	
				<i>Pre-recorded assemblies shared by the teacher to children</i>	<i>Ongoing</i>	
	<i>Social distancing plans communicated with parents, including approach to breaches.</i>		<i>H</i>	<i>Class rules shared with parents and pupils including sanctions. Visual stick to show 2 metres, posters around school</i>	<i>10/06/20</i>	<i>M</i>
		<i>What is in place to ensure social distances will occur?</i>		<i>Layout of the class to ensure social distancing can occur with the adults away from children.</i>	<i>27/5/20</i>	<i>L</i>
				<i>Discussion about social distancing and why we need to do it</i>	<i>Ongoing</i>	<i>L</i>
				<i>Positive praise when it happens</i>		
				<i>Survey parents about one way for public footpath</i>	<i>22/5/20</i>	<i>L</i>
				<i>Behaviour Addendum shared with parents</i>	<i>22/5/20</i>	<i>L</i>
				<i>Pre start in September reminder email to</i>		

				<i>parents about schools social distancing and what 1m plus means and how staff have to be 2m.</i>	<i>4/9/20</i>	<i>L</i>
	Arrangements in place for the use of the playground, including equipment.		<i>H</i>	<p><i>Rotas in place for staggered use of playground areas.</i></p> <p><i>Each bubble has their own set of Resources that is used and cleaned after use, children must wash their hands afterwards</i></p> <p><i>Posters and PowerPoint made to share with children on what playground games they can play</i></p> <p><i>Music provided at lunchtimes sometimes</i></p> <p><i>Two bubbles on main playground with cones in between</i></p> <p><i>Trim trail currently not being used will review October 2020</i></p> <p><i>Slide in EYFS, can be used by the class</i></p>	<p><i>10/06/20</i></p> <p><i>10/9/20</i></p> <p><i>20/10/20</i></p> <p><i>4/9/20</i></p>	<p><i>L</i></p> <p><i>L</i></p> <p><i>L</i></p>
		<p><i>How are children going to use equipment? What equipment? Who is going to clean it?</i></p> <p><i>How do we stop the spread of COVID 19?</i></p> <p><i>How many bubbles will fit on playground?</i></p>				

				<i>bubble, Daily washing by pupils at the end of each day</i>		
Transport	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.		<i>H</i>	<i>Letter to go out regarding how to get into school and systems that are in place</i>	<i>22/05/20</i>	
			<i>H</i>	<i>Staggered start times for all classes</i>	<i>22/5/20</i>	<i>L</i>
		<i>Are parents aware of the routine of coming to school and how to travel to school carefully to reduce risk?</i>	<i>M</i>	<i>Cycle shed has been cleaned, field gate open for use, only parents and children to touch bike/scooter. Use of field if more bikes and scooters.</i>	<i>22/5/20</i>	<i>L</i>
		<i>What can we do about foot path?</i>		<i>Parent mail and class pages updated as well as newsletter to try to avoid queues on public footpath</i>	<i>12/6/20</i>	<i>L</i>
		<i>How will bikes, scooters be covid free?</i>	<i>H</i>	<i>SLT member on the gate mentioning start times and discussing they will have to wait if they are too early.</i>		<i>M</i>
	<i>How can we ensure parents stay to staggered start times?</i>		<i>One way system to be encouraged on public footpath</i>			

	Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible.	<i>Not needed</i>				
	Support in place for CYP who have no alternative, to access public transport safely, adhering to social distancing protocols where possible.	<i>Not needed</i>				
	Arrangements in place with transport providers to support any staggered start/end times.	<i>Not needed</i>				
Catering	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.	<p><i>School kitchen has been closed. What would happen on return?</i></p> <p><i>How will the intake of FSM be when less children are in school?</i></p> <p><i>Are catering staff shielding, unable to return to work onsite from 1st June.</i></p> <p><i>Galley kitchen, how do we work in the kitchen with 3 members of staff?</i></p>	<p><i>M</i></p> <p><i>H</i></p> <p><i>H</i></p>	<p><i>Liaise with catering team re availability to work. Self-declarations</i></p> <p><i>Re-open kitchen to provide hot or cold meals for children. (YFSM and FSM) Deep clean kitchen</i></p> <p><i>Liaise with neighbouring schools regarding meals and adapt menu to food we have/ can get</i></p> <p><i>Redeployment of other members of staff and temporary change to hours contracts issued</i></p>	<p><i>18/05/20</i></p> <p><i>01/06/20</i></p> <p><i>01/06/20</i></p>	<p><i>L</i></p> <p><i>L</i></p> <p><i>L</i></p>

		<p><i>How will PP pupils be given lunch</i></p> <p><i>How can we isolate a group that may have covid infection?</i></p>	<p><i>H</i></p> <p><i>H</i></p>	<p><i>Review the situation as a pupil appears to contract COVID.</i></p> <p><i>New rota of 3 settings and wash tables and seats in between groups.</i></p> <p><i>Class bubble trays only to be out, catering manager to give child their cutlery.</i></p> <p><i>Parents informed that UFSM is back in place and information of FSM has been shared – encase families now meet the criteria.</i></p>	<p><i>1/6/20</i></p>	<p><i>L</i></p>
<p>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.</p>	<p><i>Where will the children sit?</i></p> <p><i>Should they have lunch in their classroom?</i></p>	<p><i>H</i></p>	<p>Lunch sitting staggered between 11:45 and 1:20pm</p> <p>Cleaned in between each bubble</p>	<p><i>01/09/20</i></p>	<p><i>L</i></p>	
	<p><i>How will social distancing be kept during lunch period?</i></p>	<p><i>H</i></p>	<p>One way system in and out of hall</p> <p>Rota playground spaces – only 2 bubbles on the main playground</p>	<p><i>01/06/20</i></p>	<p><i>L</i></p>	
	<p><i>How will each bubble be separated when eating?</i></p> <p><i>How will children get lunches without touching other cutlery, trays, plates?</i></p>	<p><i>H</i></p>	<p>Wet play back in class</p>	<p><i>01/06/20</i></p>	<p><i>L</i></p>	

		<i>How will catering staff be protected for social distancing when serving meals</i>		<p>Catering manager to give cutlery – trays to be in a class pile</p> <p>Children approach hatch, identify food and step back at least 1m, approach again when tray is ready</p> <p>Choice of two foods available following Essex menu.</p>	1/6/20	L
	Arrangements for food deliveries in place	<i>How and when will food be delivered safely?</i>	H	<p>Food to be delivered at periods of the day where children are not outside/ on site. Social distance is kept from deliverer.</p> <p>Catering manager is aware of what stock she already has.</p>	01/06/20	M
	Summer Holiday Food vouchers for eligible CYP ordered.	<i>Will all pupils get these</i>	M	<p>Post some for those without internet</p> <p>Vouchers will be fortnightly</p>	21/7/20	L
PPE	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	<i>How much PPE do we need in order to have to use for First Aid?</i>	H	<p>First aid kit to have PPE kit too.</p>	18/05/20	M

		<i>When else do we need PPE to be used?</i>	<i>H</i>	PPE to be used if a COVID case arises PPE (not masks) for all cleaning	<i>01/06/20</i>	<i>M</i>
Response to suspected/ confirmed case of COVID19 in school	<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 	<i>What is the procedure if a suspected case occurs in school? Pupil?</i>		Rooms available for isolation – small group room. Notice for doors to warn others to stay out.	<i>10/06/20</i>	<i>M</i>
		<i>What do we do if a member of staff gets COVID19?</i>	<i>H</i>	PPE available for cases for staff member and pupil	<i>19/05/20</i>	<i>L</i>
		<i>What happens if SLT get COVID 19?</i>	<i>M</i>	Deep clean procedure in place after pupil/ staff member has gone home	<i>Only if needed</i>	<i>M</i>
		<i>What happens if child has been in more than on group – key worker and teacher doing 1:1</i>	<i>H</i>	Bubble group will be off for 14 days and anyone teacher and TA have contacted, parents notified	<i>Only if needed</i>	<i>L</i>
		<i>How will we close down the area and bubble whilst we wait for results?</i>	<i>H</i>	Cover for staff members and SLT	<i>Only if needed</i>	<i>L</i>
		<i>How will be stop the spread between adults?</i>	<i>H</i>	Latest guidance to influence changes over time.	<i>Ongoing</i>	<i>L</i>
		<i>Who do we need to inform? Will other staff cross contaminate?</i>			<i>Ongoing</i>	<i>L</i>

			<i>H</i>	<p>Close room for deep clean and all areas they have been too?</p> <p>Staff and pupils have test if symptoms exist follow guidance</p> <p>Remove bubble from any areas where other go – lunch in classroom, lunch break and play after all other bubbles. Only possible infected adults to work in area until test results known. Close down site from any visitors and staff. Provide alternative staffroom and toilets.</p> <p>Inform parents in bubble and whole school, CEO and CoG and all staff.</p>	<p><i>Ongoing</i></p> <p><i>Ongoing</i></p> <p><i>Ongoing</i></p> <p><i>Ongoing</i></p>	<p><i>L</i></p> <p><i>L</i></p> <p><i>L</i></p> <p><i>L</i></p>
		<p><i>Do we continue to introduce more bubbles?</i></p>	<i>M</i>	<p>Last resort- school will close, online learning only</p> <p>Consider the risks to introducing more pupils and put on hold if needed if we need to reopen after closure.</p>	<p><i>Ongoing</i></p>	<p><i>L</i></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>Which areas need to be cleaned?</i></p> <p><i>How will staff know not to go into those areas</i></p> <p><i>What resources do we need / how do we get them?</i></p> <p><i>How often is cleaning occurring?</i></p>	<p><i>H</i></p> <p><i>M</i></p> <p><i>M</i></p>	<p>Classes will need to isolate 14 days</p> <p>Track and trace Parents to inform of results</p> <p>Cleaning procedures shared with cleaners and daily additional cleaners, signage used to show room needs cleaning. Masks to be work and gloves and aprons</p> <p>Immediate for contaminated areas.</p> <p>Parents will be informed immediately via Parent mail of case and results to tests</p>	<p><i>On going</i></p> <p><i>1/9/20</i></p> <p><i>18/05/20</i></p> <p><i>On going</i></p> <p><i>Ongoing</i></p> <p><i>Ongoing</i></p>	<p><i>M</i></p> <p><i>L</i></p> <p><i>L</i></p> <p><i>L</i></p> <p><i>L</i></p>
	<p>Process in place to engage with the Test and Trace and contract tracing process. <i>Refer to ECC and public health guidance for more information.</i></p>	<p><i>Who will home tests be completed</i></p>	<p><i>M</i></p>	<p>Kits will be provided</p>	<p><i>Ongoing</i></p>	<p><i>L</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>Do children wear school uniform? What is the expectation of cleanliness?</i></p>	<p><i>H</i></p>	<p>Evidence now says clothes do not need changing daily</p> <p>Letter to parents to explain school uniform is needed in September</p>	<p><i>10/06/20</i></p>	<p><i>L</i></p>
	<p>Changes to the school day/timetables shared with parents.</p>	<p><i>What is the daily rota? When is collection time? Drop off time?</i></p>	<p><i>M</i></p>	<p>Timetable will be emailed out to parents for each year group once finalised and on website</p> <p>Every year group will have its own drop off and collection time advised to parents in news letter</p>	<p><i>20/09/20</i></p>	<p><i>L</i></p>
	<p>All students instructed to bring a water bottle each day. Water fountains not in use or strict social distancing and cleaning arrangements in place.</p>	<p><i>How will we close off water fountain? How will water bottles be filled up?</i></p>	<p><i>H</i></p>	<p>No fountains to be used – to be taped up.</p> <p>Water bottles taken into lunch hall.</p> <p>Water bottles to be placed on tables in class</p>	<p><i>02/06/20</i></p> <p><i>19/05/20</i></p> <p><i>05/06/20</i></p>	<p><i>M</i></p> <p><i>L</i></p> <p><i>L</i></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-academic achievements of pupils whilst at home/ during school closure.</p>	<p><i>Children will feel nervous and concerned on new routines. What support can we give?</i></p> <p><i>How will we run assemblies and discussion on celebration?</i></p>	<p>H</p> <p>H</p> <p>M</p>	<p>Recovery curriculum – work on mental health and well-being.</p> <p>Pupil, Parent, Staff survey</p> <p>Bubbles will not mix.</p> <p>Assemblies via video chat – Zoom/ Teams. - Achievement on school website</p> <p>Social stories shared and photos from Reception and Year 1 to support pupils and SEND pupils.</p> <p>Anxious pupils invited in for a tour of the school and class on 4/9/20</p> <p>Transition leaflet shared with parents for pupils going into Year 1 and 3.</p> <p>EYFS transition extended by one week to allow more gradual approach to entry (one afternoon of 8 pupils in first 4 days)</p>	<p>04/06/20</p> <p>02/06/20</p> <p>02/06/20</p> <p>Ongoing</p> <p>4/9/20</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>
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	<p>Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.</p>	<p><i>H</i></p> <p><i>H</i></p> <p><i>What support will be given to children who may have bereavement?</i></p> <p><i>How can we support children on wellbeing?</i></p> <p><i>How will we know children have suffered from bereavement?</i></p>	<p><i>H</i></p>	<p>Guidelines available to support this.</p> <p>Counselling available.</p> <p>Recovery curriculum to support children's needs.</p> <p>Survey results to help us plan what September will look like</p> <p>Shorter core subjects' lessons</p> <p>Training for all staff on well-being and supporting children</p> <p>Initial meet and greet on Friday 4th by learning mentor of those who are anxious</p> <p>New focus on values for school for this year.</p>	<p><i>20/07/20 - 22/07/20</i></p> <p><i>20/07/20 –</i></p> <p><i>22/07/20</i></p> <p><i>4/9/20</i></p>	<p><i>L</i></p> <p><i>L</i></p> <p><i>L</i></p>
	<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 • Increased FSM eligibility 	<p><i>Children who get FSM and coming into school for two days, do they receive FSM vouchers?</i></p>	<p><i>M</i></p>	<p>FSM vouchers will continue to go out over summer.</p> <p>Art packs and glue sticks given out to every</p>	<p><i>02/06/20</i></p>	<p><i>L</i></p>

	<ul style="list-style-type: none"> • Referrals to social care and other support • PPG/ vulnerable groups 	<p><i>Resources at home to do certain lessons may not be available</i></p> <p><i>Are vouchers continuing?</i></p>	<p>M</p> <p>M</p>	<p>child – grant money from Tesco's.</p> <p>Parents, pupil survey given out</p> <p>Newsletters will share criteria for free school meals</p> <p>Compiling new vulnerable lists for across the school for all existing groups and covid groups</p>	<p>23/03/20</p> <p>21/7/20</p>	<p>L</p> <p>L</p>
<p>Remote Education Contingency Plan</p>	<p>All students have access to technology and remote learning offer is available to be switched on as a contingency when needed.</p>	<p><i>Bubble needs to self-isolate because of a positive case of COVID19.</i></p>		<p><i>Remote learning contingency available and ready to be 'switched-on' when needed.</i></p>	<p>ongoing</p>	<p>L</p>
<p>Transition into new year group</p> <p>What will need to be different this year because of COVID19?</p>	<p>Online/ website support for families and young people around transition.</p>	<p><i>How is there going to be a fluid transition from Year 6 to Year 7?</i></p> <p><i>What support can be given to classes?</i></p> <p><i>How can transitions work within school e.g. Year 2 to 3</i></p>	<p>L</p> <p>L</p> <p>L</p>	<p>Year 6 teacher to liaise with Year 7 teachers – Zoom/ Teams meeting.</p> <p>Lessons on change</p> <p>Leaflets given to parents regarding transition and changes within the school (R, Y2)</p>	<p>01/07/20</p> <p>01/07/20</p> <p>June –July 2020</p>	<p>L</p> <p>L</p> <p>L</p>

				<p>Class pages will have notes from new teacher</p> <p>Zoom meetings provided to meet new teachers</p> <p>Y2,3,4 transition bubble morning provided</p> <p>Anxious pupils and those who have not been back in school, since March invited in to tour the school on 4/9/20</p>	Sept 20	L
	<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><i>How do we prepare children with SEND needs?</i></p> <p><i>How is there going to be a fluid transition from Year 6 to Year 7?</i></p> <p><i>Will teachers go up with class?</i></p>	<p>M</p> <p>L</p> <p>L</p>	<p>Social stories</p> <p>Pictures to be shared of new classes</p> <p>Year 6 teacher to liaise with Year 7 teachers – Zoom/ Teams meeting.</p> <p>An adult from each class will go up with the class – except Y4</p> <p>Session dedicated to see their teacher for the last time and zoom next teacher</p>	02/06/20	L

				Notes on class page for pupils from new teacher. Designated handover time for teachers including pupil and parent survey notes about returning to school.		
Safeguarding	Individual CYP's risk assessments are in place and welfare checks being undertaken. 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>Re-opening arrangements not reflected in risk assessment.</i> <i>CYP previously deemed to be safer at home and family are anxious about returning to school.</i>	<i>M</i> <i>M</i>	<i>Review risk assessments for children to ensure they reflect any changes due to reopening</i> <i>Review the CYP's risk assessment to identify any support or arrangements needed for their return to school</i> <i>Identify vulnerable groups from COVID - bereavement, isolation, well-being, lack of learning etc</i>	<i>01/06/20</i> <i>21/7/20</i> <i>10/09/20</i>	<i>L</i> <i>L</i> <i>L</i>
	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	<i>Re-opening of school could cause an increase of concerns regarding well being</i>	<i>H</i>	<i>Staff refresher training session on processes and procedures and the revised wellbeing material.</i>	<i>01/06/20</i>	<i>L</i>

		<i>Are staff up to date with policy?</i>	<i>M</i>	<p><i>Confirm with all staff who DSL and deputies are and what to do if not available.</i></p> <p><i>DFE training given 9/7/20 and refresher to all staff 3/9/20</i></p> <p><i>KCSIE 2020 training given 3/9/20</i></p> <p><i>New vulnerable list to be compiled by end of September of COVID – 19 impact</i></p>	<p><i>1/6/20</i></p> <p><i>3/9/20</i></p> <p><i>1/10/20</i></p>	
Updated Child Protection Policy in place.		<p><i>Meeting the needs of children and ensure procedures are in place to keep children safe</i></p> <p><i>Is latest guidance being followed?</i></p>	<p><i>H</i></p> <p><i>H</i></p>	<p><i>Adopted Addendum COVID19 Child Protection Policy</i></p> <p>Updated from latest guidance and shared with staff (new guidance 22/5/20)</p> <p>KCSIE 20 shared with staff and level 2 refresher</p>	<p><i>Ongoing</i></p> <p><i>3/9/20</i></p>	<p><i>L</i></p>
Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP to return to school.		<p><i>Continue to work with agencies for vulnerable families</i></p> <p><i>How will advice be shared?</i></p>	<i>H</i>	Ensure regular fortnightly meetings go ahead and tracking vulnerable families closely	<i>20/05/20</i>	<p><i>L</i></p> <p><i>L</i></p>

			<i>H</i>	<p>Andrew Hall briefings shared and other information from other agencies</p> <p>Working with social care agencies as required via conference calls if needed</p>	<i>1/6/20</i>	
Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.	<p><i>Have risks assessments been put in place for and children who may display this behaviour?</i></p> <p><i>Does the behaviour policy need updating?</i></p>		<p><i>H</i></p> <p><i>M</i></p>	<p><i>Review individual consistent management plans to ensure they include protective measures.</i></p> <p><i>Addendum to behaviour policy in place and shared with parents and staff at inset.</i></p> <p><i>SL to check staff are happy to support if positive handling is needed</i></p>	<p><i>02/06/20</i></p> <p><i>02/06/20</i></p> <p><i>02/06/20</i></p>	<p><i>L</i></p> <p><i>L</i></p> <p><i>L</i></p>
Behaviour puts other members in danger including spitting	<p><i>What are the steps if a child spits at a member of staff?</i></p> <p><i>Do we have any children who regularly spit?</i></p>		<i>H</i>	<p>Discussions with any children's parents we are concerned regarding this.</p> <p>Social stories to go in place.</p> <p>Sanctions set out in behaviour policy addendum.</p>	<p><i>02/06/20</i></p> <p><i>2/6/20</i></p>	<p><i>L</i></p> <p><i>L</i></p>

Curriculum / learning environment	<p>Current learning plans, revised expectations and required adjustments have been considered.</p>	<p><i>Would we continue teaching the curriculum? How would this change to meet children's needs?</i></p> <p><i>How will online learning be given as well as teaching in the classroom? Is teacher's well-being being maintained?</i></p>	<p>L</p> <p>M</p>	<p>Revised curriculum to consider health and wellbeing as well as outdoor learning.</p> <p>Recovery curriculum plan in place to identify gaps and issues, reviewed October and new plan from then.</p> <p>Use of Oak academy and BBC bite size</p> <p>Homework will be online only, with use of current apps and topic work set which can be shared with teachers through Seesaw</p>	<p>02/06/20</p> <p>1/10/20</p>	<p>M</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 • Practical science lessons 	<p><i>Will resources be used in lessons?</i></p> <p><i>Will planning focus on risks that could occur when social distancing could be compromised?</i></p> <p><i>What can we teach?</i></p>	<p>H</p>	<p>Lessons will be planned to use minimal sharing of resources during PE, Science and DT sessions</p> <p>Classes will focus on one PE element for a half term so resources do not need to be shared as much, no indoor PE.</p>	<p>Ongoing</p> <p>19/05/20</p>	<p>L</p>

	<ul style="list-style-type: none"> DT/ FT 			<p>Resources to be cleaned before passing to another bubble Focus will be on PSHE, well-being and core subjects along with transition for first 3-4 weeks</p> <p>Whole school topic – superheroes as they come back to support children and their learning as well as keeping the class together academically.</p>	16/6/20	
	<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><i>How will staff get the support needed to develop a recovery and well-being curriculum?</i></p> <p><i>How will we plan for a recovery curriculum?</i></p>	L	<p><i>HT and SL will develop a recovery curriculum for first 4 weeks based on super . Teachers plan content, then all staff will feedback, to plan the full recovery plan</i></p> <p><i>Training from DFE for all staff on supporting pupils well-being</i></p> <p><i>INSET training to teachers on assessment and adapted timetables to deal with lack of concentration in pupils</i></p> <p><i>Celebration of life skills achievements during</i></p>	<p>01/06/20</p> <p>9/7/20, 3/9/20</p>	L

				<i>lockdown first week back and more green cards given out</i>		
	Student behaviour policy reviewed and amended where necessary in line with the current circumstances.	<p><i>Children and parents unaware of changes to behaviour policy, how will they know of changes?</i></p> <p><i>How will we use behaviour policy to control social distancing, spitting etc?</i></p>	H	<p><i>Behaviour policy amended by adding Essex addendum – when given. Children are shown rules and sanctions during first week in school</i></p> <p><i>Uploaded to School website</i></p> <p><i>Parents of pupils who spit will meet to discuss policy</i></p>	<p><i>Ongoing</i></p> <p><i>Ongoing</i></p> <p><i>Ongoing</i></p>	<p><i>L</i></p> <p><i>L</i></p> <p><i>L</i></p> <p><i>L</i></p>
					<i>12/6/20</i>	
CYP with SEND	Approach to provision of the elements of the EHCP including health/therapies.	<p><i>EHCP children don't attend school and provision provided doesn't meet their needs</i></p> <p><i>Have reasonable endeavours been planned?</i></p>	H	<p><i>EHCP children in school – provision adapted and meets needs.</i></p> <p><i>Risk assessments made for EHCP children and in consultation with parents</i></p> <p><i>Emergency evacuation plans reviewed and adapted</i></p> <p><i>Senco has worked with parents to complete</i></p>	<p><i>Ongoing</i></p> <p><i>Ongoing</i></p>	<p><i>L</i></p> <p><i>L</i></p>

				<i>reasonable endeavours for all pupils with EHCP so that the provision identified on annual reviews is provided as well as it can be.</i>		
Annual review meetings and termly reviews	<i>Annual reviews and meetings don't take place</i>	<i>H</i>	<i>Annual review takes place with parents and is regularly reviewed via Zoom.</i> <i>Provision for EHCP is well planned and matches their needs</i>	<i>Ongoing</i>		<i>L</i>
Requests for assessment.	<i>Are all pupils getting the support they need?</i> <i>Are barriers to learning reduced?</i>	<i>H</i> <i>H</i>	<i>Pupils and staff get the support they need to ensure provision meets the needs for all pupils. Meetings via zoom with external support.</i>	<i>June and July 2020</i>		<i>L</i>
Transition arrangements for EHCP pupils in place	<i>No transition arrangements in place for pupil</i> <i>Are pupils still safe?</i>	<i>H</i> <i>H</i>	<i>Good transition arrangements made for any pupil leaving the school and moving up to new classes.</i>	<i>June and July 2020</i>		<i>L</i>
Transition arrangements for SEND pupils in place	<i>No transition arrangements in place for pupil</i> <i>Are pupils still safe?</i>	<i>H</i> <i>H</i>	<i>Good transition arrangements made for pupils leaving the school and moving up to new classes.</i>	<i>May 2020 Review July 2020</i>		<i>L</i>

	One plans for SEND children	<p>One plans not reviewed termly.</p> <p>Children and parents do not feel supported</p>	<p>H</p> <p>H</p>	<p>One plans reviewed termly with parents and sent electronically to parents via zoom</p> <p>Phone calls available to support parents with targets</p> <p>Teachers to give additional support activities to help children meet their needs, that can be home learning</p> <p>Teacher plans support including home-learning.</p>	<p>20/6/20</p> <p>Ongoing</p> <p>Ongoing</p> <p>ongoing</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>
Attendance	Approach to supporting attendance for prioritised year groups determined.	<p>Parents are not aware of the plan for full opening with compulsory attendance. Parents are not aware of measures in place to keep children and staff safe.</p> <p>Parents are not aware of latest guidance on Coronavirus</p>	<p>M</p> <p>H</p>	<p>Regular contact with parents to reassure parents we are taking to correct procedure to keep children safe.</p> <p>Coronavirus page updated regularly</p> <p>Parents without internet are telephoned</p> <p>Attendance officer will contact parents first week back to provide support</p>	<p>30/6/20</p>	<p>L</p>

				Newsletter issued first week will outline regulations regarding attendance.	10/9/20	
	Approach to support for parents where rates of persistent absence were high before closure.	Parents continue to not engage in home learning or attendance of school	M	Attendance officer is aware, will monitor daily and contact as needed	ongoing	L
	Tracking of all pupils on home learning or attending school	Pupils are not in school or doing home learning	M	Registers of attendance taken in school Telephone calls of pupils not accessing home learning if not in school Vulnerable pupil list updated. First day calling in place from September by attendance officer.	Ongoing 1st June 13/05/20	L L
Communication	Information shared with staff around the re-opening plan, returning to site, amendments to usual working patterns/practices and groups.	Staff are unaware of practise when we are re-opening of school Staff are concerned for their own safety and wellbeing as well as the children Staff are not consulted of any changes that can affect their role and working pattern	M M	Staff meetings and provisional plans shared with staff 3 rd Sept to share final plan for re-introducing children back to school. Staff survey taken Regular check up on staff via email and phone calls including	22/05/20 29/05/20 Ongoing	L L M

			M	Vulnerable staff contacted weekly by HT		
				Reviewed plans to be shared with staff and union reps (none in school)		
Re-opening plans shared with governors.			H	RA to be shared with COG before August	1/9/20	L
		Governors are not aware of the reopening plans	H	Extraordinary meeting in place 15/7/20 and end of August	Ongoing	
		Trustees are not aware of reopening plans		Reviewed plans to be shared with governors	Ongoing	M
				Trustees COVID committee look at recovery curriculum and plans	Ongoing	M
Communications with parents:		Parents are not aware of the reopening plans	H	Further surveys to get parent, pupil and staff views in January 21	20/1/21	L
<ul style="list-style-type: none"> Plan for partial re-opening Social distancing plan Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning 		Parents and children are unable to maintain social distancing	H	Regular information regarding wellbeing information sent to parents	Jan 21	L
		No support for home learning	H			
		No support of the wellbeing of children and parents	H	Vulnerable children not returning to school contacted regularly and	Ongoing	L

				<p><i>in September building support relationships with attendance officer</i></p> <p><i>Parent survey regarding the support their children will need has identified anxious pupils who will be contacted on 4/9/20 and shown around site</i></p> <p><i>Tour for anxious children on 4/9</i></p>	7/9/20	
	<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>Pupils are anxious and do not know what is happening</i></p> <p><i>Social distancing isn't maintained.</i></p> <p><i>Daily routine changed</i></p>	<p><i>H</i></p> <p><i>H</i></p> <p><i>H</i></p>	<p><i>Recovery curriculum includes new class and school rules on social distancing and hygiene</i></p> <p><i>Visual timetables and social stories to support children's well being</i></p> <p><i>Parents asked to share final plan with children</i></p> <p><i>Visuals and prompts around the school</i></p> <p><i>Visits for anxious pupils on 4/9/20</i></p>	<p><i>Ongoing</i></p> <p><i>21/7/20</i></p> <p><i>4/9/20</i></p>	<p><i>L</i></p>

	On-going regular communication plans determined to ensure parents are kept well-informed	<p><i>Parents are not informed what is going on</i></p> <p><i>Parents misinterpret plans and communication breaks down</i></p> <p><i>Parents feel anxious and stressed</i></p>	<p><i>H</i></p> <p><i>H</i></p> <p><i>H</i></p>	<p><i>Letters, website updates with dedicated CV area for parents, social media</i></p> <p><i>Office email maintained daily to answer parents' questions and concerns</i></p> <p><i>Newsletters sent to parents, staff and governors regularly</i></p> <p><i>Class page will display transition information and meet the teacher info.</i></p>	<p><i>June 20</i></p>	<p><i>L</i></p> <p><i>L</i></p>
Governors/ Governance	Meetings and decisions that need to be taken prioritised.	<p><i>Will governors and trustees be able to meet in a safe way to support school?</i></p>	<p><i>M</i></p> <p><i>M</i></p> <p><i>M</i></p>	<p><i>Virtual governing body meetings</i></p> <p><i>Trustee meetings and COVID committee</i></p>	<p><i>Ongoing</i></p>	<p><i>L</i></p> <p><i>L</i></p>
	Governors are clear on their role in the planning and re-opening of the school, including support to leaders.	<p><i>COG clear on role and support of Headteacher.</i></p> <p><i>Clarity needed on role in looking at risk assessment</i></p>	<p><i>M</i></p>	<p><i>Risk assessment meeting planned – NGA guidance shared</i></p>	<p><i>Sep 20</i></p>	<p><i>L</i></p>
	Approach to communication between Leaders and governors is clear and understood.	<p><i>Communication is not timely enough to allow decisions to be made swiftly</i></p>	<p><i>M</i></p> <p><i>H</i></p>	<p><i>Procedures in place to ensure communications doesn't break down</i></p>	<p><i>Ongoing</i></p>	<p><i>L</i></p>
	Certain aspects of governance are on-hold in order to deal with the immediate situation, these are	<p><i>CIF bid delayed due to COVID19</i></p>	<p><i>L</i></p>	<p><i>LA questions for governors sent to COG for RA document</i></p>	<p><i>July 21</i></p>	<p><i>L</i></p>

	agreed and clear with all governors and there is a plan for when these will be reviewed and potentially reinstated.	<i>Full Meeting agendas take place are priority actions have not been given enough time</i>	<i>H</i>	<i>RA sent to COG and CEO by end of July Trustee meeting end of August</i>	<i>Sep 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>Calendar cleared until Sept Kentwell and PGL trips ongoing,</i>	<i>M</i>	<i>Kentwell booking moved forward PGL moved to June 21, refund parents if necessary. Parent consultations and meet the teacher to be virtual Panto cancelled Christmas events to be looked at in September Clubs will continue, if teachers and outside providers are willing to do so, a club will be assigned a class bubble and only run for that bubble. Pupils will vote for the club they want</i>	<i>July 21 Sep 20 Oct 20</i>	<i>L L L</i>
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.	<i>Overspend on the budget,</i>	<i>M</i>	<i>SBM and OM are aware to recall all expenses</i>	<i>01/06/20</i>	<i>L</i>
	Claims submitted for reimbursement for example, increased premises related costs;	<i>Initial vouchers were bought by school and claiming back</i>	<i>M</i>	<i>Claim will be submitted for costs to date.</i>	<i>On going</i>	<i>L</i>

additional cleaning; support for FSM					
Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	<i>Loss of income needs to be factored in to current budget and potentially 2020/21 budget</i>	<i>H</i>	<i>Budget balances without lettings</i> <i>Communication with hirers regularly</i>	<i>ongoing</i>	<i>L</i>
Insurance claims, including visits/trips booked previously.	<i>Trip for PGL and one other trip already booked, will we lose money?</i>	<i>H</i>	<i>Kentwell booking forward</i> <i>PGL to monitor refund parents if necessary.</i>	<i>July 21</i> <i>Sep 20</i>	<i>L</i> <i>L</i>
Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering 	<i>IT continuously remotely, paying for full service.</i>	<i>L</i>	<i>IT technician to wash hands between each device.</i>	<i>Ongoing</i>	<i>L</i>
Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.	<i>HEC HSLO contracts are suspended</i> <i>Councillor and drama teacher</i> <i>Music teachers?</i>	<i>L</i>	<i>Contract resumed June HSLO</i> <i>Counsellor has delivered remotely</i> <i>Drama teacher will resume in September with either drama in class or whole day sessions</i> <i>Music teachers will deliver 1:1</i>	<i>Sep 20</i>	<i>L</i>
Contract of supply teachers	<i>One supply teacher in mid contract, contract honoured and being used for key</i>	<i>L</i>	<i>We may not need supply teachers for September</i>	<i>Sep 20</i>	<i>L</i>

		<i>workers – eventually reception class</i>				
		<i>Arrangements for summer term supply cancelled</i>	<i>L</i>			

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