

COVID19: Full Opening Risk Assessment and Action Plan included in **BLUE** our **Restricted Attendance Risk Assessment and Action Plan**

SCHOOL NAME: St Andrew's Great Yeldham

OWNER: Emma Flin

DATE OF LAST UPDATE: 12-01-2020

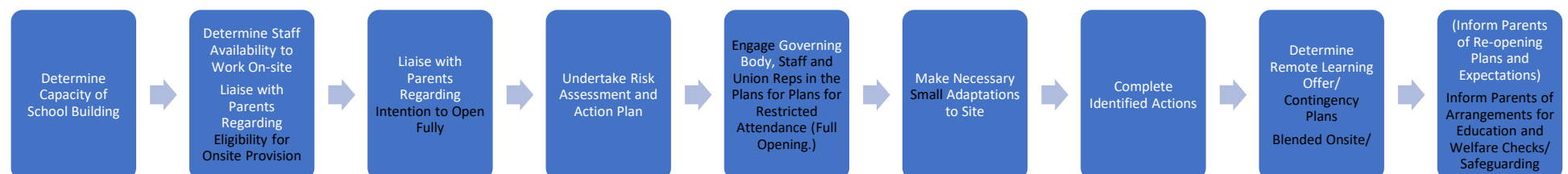
Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place [to respond to restricted attendance at the school during the latest national lockdown period \(from January 2021\)](#) prepare for the full 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 ([Jan '21](#)) – to cover lockdown
- CYP Response Plan ([Jan '21](#)) – to cover lockdown
- 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 Full 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.					
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 	<i>Example:</i> Site Manager is unavailable	<i>Example:</i> H	<i>Example:</i> Source alternative suitably trained person	<i>Example:</i> /05/20	<i>Example:</i> L
			M	Carry out a formal / recorded full pre-opening premises inspection.	01/09/20	L
		Food remains in the freezer	M	Determine with the catering staff / school meals service how left over frozen food should be dealt with and action as appropriate.	01/09/20	L

	<p>Office spaces re-designed to allow office-based staff to work safely. (considering remote working).</p>	<p><i>Office does not allow for adequate space between staff members, no windows for ventilation.</i></p>	<p>M</p>	<p><i>SBM to work from home two days a week.</i></p> <p><i>No staff to enter school office unless authorised by EF</i></p> <p><i>-All resources stored in office needed by teaching teams should be distributed only by office staff during KS working hours.</i></p> <p><i>-Teaching teams should aim to identify need for resources at beginning of day to support organisation.</i></p> <p><i>-Photocopier use should be minimised by planning ahead.</i></p> <p><i>-Photocopier used only after hand washing and sanitiser.</i></p> <p><i>-Antibacterial gel kept beside photocopier for personal use after</i></p> <p><i>Key cupboards – office staff/SLT to access and unlock as needed, to minimise contact</i></p>	<p>01/09/20</p>	<p>L</p>
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				<p><i>Office phones only used by Office staff. If needed by others, use phone in HT office – cleaned before and after use.</i></p> <p><i>KS to return four days a week- fifth day covered by GS</i></p>		
	Dedicated testing site organised, signage up and cleaning processes in place (see full guidance available).	Equipment needs to be managed following guidelines. Testing needs to be carefully monitored and recorded.	L	<p><i>Recording sheets of tested people and results kept.</i></p> <p><i>Timetable of when people take tests. Test results to be shared with SLT in order to plan staffing cover if test positive.</i></p>	04/01/21	L
	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>	M	<p>Risk Assessment Daily Detailed Plans.</p> <p><i>All chn to enter and exit through front door gate during current lock-down</i></p> <p><i>See Movement around school of children is well managed and supervised at all times by group adults.</i></p> <p><i>Chn enter via front gate or side gate at designated times and move around the outside</i></p>	01/09/20	L

				<p><i>of the school to reach their base entrance. Parents have been informed of the start and end times for their children and the entrance and exit points.</i></p> <p><i>See letters home week beginning 13-07-2020</i></p> <p><i>2-meter markers are present on floors outside of school gates.</i></p> <p><i>Systems in place to enter and exit the school by staggering timings. Signage in place.</i></p>		
	Consideration given to premises lettings and approach in place.		<i>M</i>	<i>Lettings risk assessment completed</i>	<i>01/09/20</i>	<i>L</i>
	Consideration given to the arrangements for any deliveries.	<i>Increased risk of contamination.</i>	<i>M</i>	<p><i>Deliveries to left either outside or in first reception area (weather dependant). Signage in place.</i></p> <p><i>Personal deliveries to be left in reception area for owner to collect.</i></p>	<i>By 01-09-20 THEN ONGOING</i>	<i>L</i>

				<p><i>KS responsible for delivery persons following safety protocols. Deliveries to be left in entrance lobby, oversee by KS.</i></p> <p><i>AW responsible for collecting kitchen deliveries via instruction from KS.</i></p>	
	<p>Consideration given to any visitors arriving at school.</p> <p>Only visitors are to come on site having made a prior arrangement with the school.</p>	<p><i>Increased risk of contamination.</i></p>	<p>M/L</p>	<p>Arrival via the front gate where visitors will ring the bell before being let into school.</p> <p>Visitors must sign in and sanitise hands within the reception area (only 1 person at a time is allowed in the reception area and only with a pre-arranged appointment - no other visitors are allowed on site).</p> <p>Visitor will then be met by prior arrangement and will then be chaperoned (from an appropriate distance)</p>	<p>L</p>

			<p>to the meeting room/outside that will be large enough for social distancing of 1 metre plus to be observed. The room will be cleaned and surfaces disinfected prior to visitor arrival. Hand sanitiser will be available for use within the room which should be used on entry and exit. The room will be comfortably ventilated.</p> <p>All members of the meeting will be informed that they should notify the school if they are showing any symptoms of COVID 19 and the meeting will be rescheduled until any isolation periods have been completed.</p> <p>Visitors that subsequently</p>		
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				<p>experience symptoms following a visit to the school must notify the school so that appropriate action can be taken.</p> <p>Members will be advised to bring with them a suitable refreshment.</p>		
Emergency Evacuations	<p>Evacuation routes are confirmed, and signage accurately reflects these.</p> <p><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 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>Evacuation routes would cause multiple groups/bubbles of people to come into contact. More appropriate alternatives are possible.</i></p> <p><i>Staff needing to work from home are current PEEP buddies and so reassignment necessary.</i></p>	M	<p>Risk Assessment Daily Detailed Plans.</p> <p>Weekly plans of staffing arrangements shared.</p> <p>Alternate working arrangements discussed with staff.</p> <p>Reissue evacuation procedure and share with all staff and children.</p> <p>Rehearse evacuation procedure down to playground.</p> <p>Fire drill.</p>	By 01-09-20	L

				<p><i>Buddy system updated</i></p> <p><i>Fire drill.</i></p>		
<p>Cleaning and waste disposal</p>	<p>Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.</p>		<p><i>H</i></p>	<p><i>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</i></p> <p><i>Each class base has a cleaning station, containing: rubber gloves, bacterial cleaner, washing-up liquid, moisturising hand gel, cloths, washing up bowl.</i></p> <p><i>All surfaces washed with washing up liquid first, then anti-bac sprayed.</i></p> <p><i>Each cloth to be disposed of after use.</i></p>	<p><i>By 01-09-20</i></p>	<p><i>L</i></p>

				<p><i>Hand towels and handwash are to be checked and replaced as needed by SL and SB/SLT and cleaning staff</i></p> <p><i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</i></p> <p><i>Lunchtime cleaning of classrooms during breaks by group adults.</i></p>		
	<p>Cleaning staff capacity is adequate to enable enhanced cleaning regime.</p>		M	<p><i>SL to prioritise the cleaning over the meet and greet mornings/home time. SLT to deputise over EF to seeing chn home @ 5.30pm club. SLT meet and greet from 7.30am.</i></p>	<p><i>By 01-09-20</i></p>	L

	<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	<p><i>No hand sanitiser for visitors to reception.</i></p> <p><i>Classrooms do not have tissues.</i></p> <p><i>Low supply of soap.</i></p>	<p><i>M</i></p>	<p><i>Hand sanitiser available at the school entrance</i></p> <p><i>Lidded bins in classrooms</i></p> <p><i>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</i></p> <p><i>Stock check and ordering schedule reviewed and order made SL.</i></p>	<p><i>By 01-09-20 THEN ONGOING</i></p>	<p><i>L</i></p>
	<p>Sufficient time is available for the enhanced cleaning regime to take place.</p>		<p><i>M</i></p>	<p><i>6-8am enhanced cleaning to take place.</i></p>	<p><i>By 01-09-20 THEN ONGOING</i></p>	<p><i>L</i></p>
	<p>Waste disposal process in place for potentially contaminated waste including testing waste.</p> <p>Process in place for safe removal and/or disposal of face masks.</p>		<p><i>H</i></p>	<p><i>Waste bags and 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>By 01-09-20 THEN ONGOING</i></p>	<p><i>M</i></p>

				<i>Hazardous waste collection organised.</i>		
Classrooms	Classrooms have been re/arranged to allow as much space between individuals as practical.			Risk Assessment Daily Detailed Plans. <i>Forward facing layout applied apart from MT. New tables ordered for AT.</i>	By 01-09-20 THEN ONGOING	
	Classroom entry and exit routes have been determined and appropriate signage in place.			<i>Adults assigned to groups will teach the chn how to use entry and exit points. These points are carefully managed and sign-posted</i> <i>Lining up areas outside of classrooms are clearly marked so that when chn move from outside to inside areas they have somewhere to wait safely.</i>	By 01-09-20 THEN ONGOING	

				<p><i>Doors clearly marked no entry so that chn do not go into areas not designated for them.</i></p> <p><i>Doors, not fire doors, hooked open to minimise contact.</i></p> <p><i>Classes only entry and exit through their external doors apart from when they are collecting their lunch- they will then go into the hall to collect their lunch at a staggered time.</i></p> <p><i>No chn will travel through the hall to go outside.</i></p>		
	<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment should be limited to the bubble. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].</p>	<p><i>Inappropriate sized equipment for smaller children in Classroom B.</i></p>	<p><i>L</i></p>	<p><i>Class teacher to ensure that the classroom is sufficiently resourced.</i></p> <p><i>Remove soft furnishings from MT. No toys to</i></p>	<p><i>By 01-09-20 THEN ONGOING</i></p>	<p><i>L</i></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 classroom B 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>come into school, PE bags of bags.</i></p> <p><i>See 12-07-20 letter home</i></p> <p><i>PE kit to be worn on PE days.</i></p> <p><i>See PE/Music rota document.</i></p> <p><u>e-Bug posters displayed:</u></p> <ul style="list-style-type: none"> • <u>Horrid hands</u> • <u>Super sneezes</u> • <u>Hand hygiene</u> • <u>Respiratory hygiene</u> • <u>Microbe mania</u> 		<p>L</p> <p>L</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>Chairs not comfortable for long term use i.e. science lab re-purposing as a classroom.</i></p>	<p>M</p>	<p><i>Acquiring more suitable chairs/stools. 3 packs of 5 tables to be ordered for AT. Tables moved to MT from AT if required.</i></p>	<p>By 01-09-20 THEN ONGOING</p>	<p>L</p>
<p>NEW INTAKE OPEN DAY</p>	<p>All doors to remain open. No chn to attend All visitors to wear face masks. Visitors to attend a tour of the school then a chat with the EYFS teacher and HLTA in the classroom before leaving. 20 minute appointments.</p>	<p><i>Some visitors do not have PPE- They arrive with pre-school chn- They want to stay and chat longer- Pre-school parents are unable to attend-</i></p>	<p>M</p>	<p><i>school will supply.</i></p> <p><i>they are asked to return another time.</i></p> <p><i>A phone call is arranged.</i></p> <p><i>A virtual tour is on the website. A tour of the</i></p>	<p>21-11-2020</p>	<p>L</p>

		<i>Visitors have entered the building and may have accidentally touched something-</i>		<i>school is offered at a later date if restrictive measures are lifetd.</i> <i>Cleaning staff aware and complete an extra clean on Monday.</i>		
Staffing	Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff. Including at least one of the following: <ul style="list-style-type: none"> • Paediatric First aider (where children under 3yrs) • Designated Safeguarding Lead (DSL) • SENCO • Caretaker/site member • Office staff member 		<i>M</i>	Risk Assessment Daily Detailed Plans. <i>JD a two weekly timetable ensuring that there is no movement between groups on the same day. See JD timetable.</i> <i>DE & GM timetables amended temporarily- see LSA timetables with GS.</i> <i>Paediatric First Aid cover</i>	<i>By 01-09-20 THEN ONGOING</i>	<i>L</i>
	Approach to staff absence reporting and recording in place. All staff aware.		<i>M</i>	<i>Staff to communicate with EF, TP, GS to report illness.</i>	<i>By 01-09-20 THEN ONGOING</i>	<i>L</i>
	<i>Risk assessments in place for those staff who were previously working from home due to shielding, (clinically vulnerable and/or living</i>	<i>CEV staff members will work from home..</i>	<i>H</i>	<i>PPE when serving food. Some staff have timetable amended</i>	<i>01/08/20</i>	<i>L</i>

	with someone in these groups), and appropriate arrangements for mitigating risk are identified.			Arrangements made to teach year group who are more able to socially distance.		
	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.			Cover staff are contacted at the start of term to ensure availability	By 01-09-20 THEN ONGOING	
	Consideration given to staff clothing expectations and information shared with staff. to		L	Staff to wear appropriate smart clothing	By 01-09-20 THEN ONGOING	L
	Approaches for meetings and staff training in place.		L	Staff meetings/training to be held in OT at socially distant places. VST meetings via Zoom etc	By 01-09-20 THEN ONGOING	L
	Staffing roles and responsibilities with regards to the contingency continued of remote provision alongside in-school provision agreed and communicated.		M	Plans in place to utilise Microsoft Teams for online learning.	By 01-09-20 THEN ONGOING	L
	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		M	LSAs to be used for lunch duty/redeployed roles. Staff are clear of new roles.	By 01-09-20 THEN ONGOING	L

	processes in respect of tasks they are unfamiliar with.			Risk Assessment Daily Detailed Plans.		
	<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>		<i>H</i>	<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><i>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements</i></p>	By 01-09-20 THEN ONGOING	<i>M</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 the limited number of self-testing kits.</p>	<p><i>Staff may not be aware of symptoms- not quick to act if they appear.</i></p> <p><i>Testing not readily available.</i></p>	<i>H</i>	<p><i>Raise awareness with staff.</i></p> <p><i>See government help pages.</i></p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p>	By 01-09-20 THEN ONGOING	<i>M</i>
	The approach for inducting new starters has been reviewed and			<i>AT new LSA will be inducted appropriately when appointed.</i>	By 01-09-20 THEN ONGOING	

updated in line with current situation.					
Return to school procedures are clear for all staff.		<i>M</i>	<i>INSET July 20th</i>	<i>By 01-09-20 THEN ONGOING</i>	<i>L</i>
Arrangements to return any furloughed staff in place.			<i>N/A</i>		
Any staff contracts that need to be issued, extended or amended considering the current situation have been.		<i>L</i>	<i>Completed</i>	<i>By 01-09-20 THEN ONGOING</i>	<i>L</i>
Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.		<i>M</i>	<i>Not yet resolved-working with Essex HR</i>	<i>By 01-09-20 THEN ONGOING</i>	<i>L</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>M</i>	<p><i>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</i></p> <p><i>Deliveries to be left either outside or in first reception area (weather dependant).</i></p> <p><i>Signage in place. TP</i></p> <p><i>Personal deliveries to be left in outside foyer for staff to collect.</i></p> <p><i>KS responsible for delivery persons</i></p>	<i>By 01-09-20 THEN ONGOING</i>	<i>L</i>

				<i>following safety protocols. Deliveries to be left in entrance lobby, oversee by KS.</i>		
	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>M</i>	<i>Prestige to follow a two weekly timetable so that they do not cross groups.</i> Risk Assessment Daily Detailed Plans.	<i>By 01-09-20 THEN ONGOING</i>	<i>L</i>
Group Sizes	Eligible children and young people (All children) are included in distinct groups/ 'bubbles' that (do not) mix at lunchtime MT AT CT. During working times HCT and OT may mix. CT and AT may mix- this is due to the very low numbers of chn. The number of children in each bubble is as small as possible. Toileting	<i>Two classes share the same toilets.</i>	<i>M</i>	<i>For toilet purposes only HCT and CT will be one bubble. Bubble set at the size of one class.</i>	<i>L</i>	<i>01/08/20</i>
	Toileting must be organised so that chn do not cross groups and to minimise movement.		<i>M</i>	<i>Chn asked to toilet before and after breaks to minimise chn needing the toilet at break times.</i>	<i>By 01-09-20 THEN ONGOING</i>	<i>L</i>

	Staffing allocations to groups determined, minimising contact with multiple groups as much as possible		M	<i>Somme JD/KF/ED/GM temporary altered timetable.</i>	By 01-09-20 THEN ONGOING	L
	Identified solutions to any workforce capacity issues are in place.	Potentially a difficulty in managing Google C and class teaching workload-	L	discrete arrangements in place for LSAs to relieve teachers and teachers to relieve teachers in order to increase PPA time.	04/01/21 onwards	L
Social Distancing	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> Staggered school drop off/pick up times and locations (if possible) without reducing teaching time Staggered or limited amounts of moving around the school/ corridors Classroom design Break and lunch times are using different space. Plans for social distancing during these times in place, such as when queuing for lunches Toilet arrangements 	<i>Secondary school curriculum means multiple teachers and classrooms</i>	M	<p>Risk Assessment Daily Detailed Plans.</p> <p><i>Staff completing university degree study placement will remain at 2m distance within bubble of MT to conduct observations.</i></p> <p><i>College students requiring a placement will stay within class bubble.</i></p> <p><i>8.40-8.55 gradual start to the school day for CT HCT side gate. OT (left) & AT (right) top gates. 9am MT top left gate.</i></p> <p><i>End of the day 3pm MT same gate. 3.10pm AT</i></p>	By 01-09-20 THEN ONGOING	L

				<p>and CT. same gates.3.15 HCT same gate. 3.20pm OT <u>side gate.</u></p> <p>Organise the school into zones per bubble, to reduce movement and interaction between bubbles in corridors and communal spaces.</p> <p>Staggered lunch collections and toilet use between HCT and CT. CT, HCT, OT eating in class. CT, HCT and OT called to collect lunch.</p> <p>MT AT using the hall for lunch with 2m between tables. MT served by staff and AT collecting own.</p>		
	Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.		M	<p>On arrival, students move straight to class and sit at named table and wait for rest of class to arrive/class to begin.</p>	By 01-09-20 THEN ONGOING	L
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.		M	<p>Warnings given to chn about maintaining the social distancing rules. Staff reminded about the</p>	By 01-09-20 THEN ONGOING	L

				<p><i>number of adults within staffroom.</i></p> <p><i>Deliberate breaches from KS2 chn- teacher will speak to parent.</i></p> <p><i>Regular handwashing and cleaning.</i></p> <p><i>Conversations with parents will only happen on school grounds outside and at 2m distance when essential.</i></p> <p><i>Informal conversations between staff and parents at the end of the day to be at 2m distance.</i></p> <p><i>Risks assessments and individualised approach in place for students who might struggle to follow expectations</i></p>		
	<p>Approach to assemblies – if still occurring, plan in place to manage social distancing.</p>	<p><i>Currently assemblies are cancelled. Bringing all children together for assembly would breach the bubble arrangements.</i></p>	<p><i>L</i></p>	<p><i>Assemblies are within class group bubbles. New timing 1-1.15/20pm. Daily delivery from CTs Microsoft teams Friday. following the assembly plans.</i></p>	<p><i>By 01-09-20 THEN ONGOING</i></p>	<p><i>L</i></p>

	Social distancing plans communicated with parents, including approach to breaches.		<i>M</i>	<i>Information shared with parents in July- updated in September and October.</i>	<i>By 01-09-20 THEN ONGOING</i>	<i>L</i>
	Arrangements in place for the use of the playground, including equipment.		<i>M</i>	<i>Playground is marked off into zones.</i>	<i>By 01-09-20 THEN ONGOING</i>	<i>L</i>
	The need for increased ventilation		<i>M</i>	<i>Indows should be open when appropriate in order to increase ventilation and reduce contamination of stale air.</i> <i>Staff will be required to wear additional layers of clothing to remain warm- chn will wear jumpers. If chn are cold windows will close until temperature within the class has increased- working with coats on is not appropriate.</i>	<i>October onwards.</i>	<i>L</i>
	Contamination of shared machines i.e. photocopier/hot water/fridge door etc		<i>M</i>	<i>Cleaned between every use.</i>		<i>L</i>
Transport	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.		<i>L</i>	<i>Chn will have allocated entry and exit places at school- sign posted</i>	<i>By 01-09-20 THEN ONGOING</i>	<i>L</i>

				<i>Parents asked to respect 2m distancing rule outside school grounds</i>		
	Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible.			N/A		
	Support in place for CYP who have no alternative, to access public transport safely, adhering to social distancing protocols where possible.			N/A		
	Arrangements in place with transport providers to support any staggered start/end times.		L	N?a	By 01-09-20 THEN ONGOING	L
Catering	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.	<i>New catering manager</i>	M	<i>Liaise with catering team Open kitchen to provide hot or cold meals for children ECC consultant on had to support remotely.</i>	01/09/20	L
	Arrangements for the continued provision of FSMs for children not attending school are in place.	<i>Chn not getting an adequate diet.</i>	M	<i>GS has organised voucher system- families have taken up this offer.</i>	04/01/21	L
	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.		M	All teachers/LSAs to support their classes with lunchtime eating. MT to have lunch in the hall- central table.	By 01-09-20 THEN ONGOING	L

				Classers to be called to collect their lunches- <i>AT, CT, HCT and OT. depending on the number of dinners being served. Packed lunch and dinners</i>		
	Member of staff MDA clinically extremely vulnerable. CEV	<i>Becomes unwell catches Covid</i>	<i>M</i>	Member of staff remains outside at all times- her working hours are changed so that she doesn't enter the school where chn go. wears PPE clothing and doesn't do first aid treatment. An additional adult is present on the playground to support during the period	18.11.20-3.12.20.	<i>L</i>
	Summer Holiday Food vouchers for eligible CYP ordered.		<i>L</i>	Ordered.	<i>By 01-09-20 THEN ONGOING</i>	<i>L</i>
PPE	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.		<i>M</i>	<i>Orders have been made. DfE guidance on PPE</i> https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-	<i>By 01-09-20 THEN ONGOING</i>	<i>L</i>

				<u>education-and-childcare- settings</u>		
Response to suspected/ confirmed case of COVID19 in school	<p>Approach to confirmed COVID19 cases in place: during school day (within cohort of children/young people learning on-site only)</p> <ul style="list-style-type: none"> • Which staff member/s should be informed/ take action • Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated • Cleaning procedure in place • Arrangements for informing parent community in place <p>Process in place to engage with the Test and Trace and contract tracing process within cohort of children/young people learning on-site only. Refer to ECC and public health guidance for more information</p>		<i>H</i>	<p><i>Policies and procedures in line with guidance.</i></p> <p><i>https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19</i></p> <p><i>staff member isolates and takes home a test.</i></p> <p><i>Contact 0300 3038537 option 1 or school's communication team 0800 0468637</i></p> <p><i>Follow advice. Likely to be that class and adults isolate for 14 after the close contact day. Health team say who need to be sent home.</i></p> <p><i>Send out two template letters to parents- close</i></p>	<i>By 01-09-20 THEN ONGOING</i>	<i>M</i>

				<p><i>contact and confirmed case letters.</i></p> <p><i>Inform the Trust CEO</i></p> <p><i>No sharing of individuals names- unless essential.</i></p> <p><i>Deep cleans areas that have been infected.</i></p> <p><i>Run Google Classroom for online learning.</i></p> <p><i>Positive case child isolates for at least 10 days from onset of symptoms. After 10 days if temperature has gone then return. Other family members should continue to isolate for the full 14 days.</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 		<i>H</i>	<p><i>Contact all parties that have been in contact with confirmed case over past 7 days.</i></p> <p><i>Deep cleaning areas that group have been in contact with.</i></p>	<p><i>By 01-09-20 THEN ONGOING</i></p>	<i>M</i>

Remote Education Plan	<ul style="list-style-type: none"> • Arrangements for informing parent community in place 			<i>Testing organised for all parties in contact with confirmed case.</i>		
	<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>		M	<i>Refer to ECC and public health guidance for more information.</i>	<i>By 01-09-20 THEN ONGOING</i>	M
	<p>Blended approach between physical and remote learning developed, including support for those CYP who are shielding/clinically vulnerable.</p> <p>Intelligence around critical worker parents – numbers intending to take up provision is known.</p> <p>Technology support in place. DFE laptop allocation ordered.</p> <p>Critical worker families communicated with regarding the need to keep children at home as much as possible.</p>	<p>Increased numbers of critical worker children – means more children on site which needs careful management</p> <p>Chn can't access the work.</p>	M L L	<p>More staff will work on site rather than remotely to support increase in chn numbers.</p> <p>Chn given weekly paper packs for those who are struggling to access online provision.</p>		L L L
Pupil Re-orientation						
	Approach and expectations around school uniform determined and communicated with parents.		L	Chn in school uniform every day. In PE kit uniform on PE days.	<i>By 01-09-20 THEN ONGOING</i>	L

back into school after a period of closure/ being at home	Changes to the school day/timetables shared with parents.			Parents informed.		
	All students instructed to bring a water bottle each day. Water fountains		<i>M</i>	Chn asked not to bring extra equipment. No bags, toys, lunch box only and no bags.	<i>By 01-09-20 THEN ONGOING</i>	<i>L</i>
	Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff. This includes bringing together pupils who have remained in school during closure and those at home and celebrating non-academic achievements of pupils whilst at home/ during school closure.		<i>M</i>	See SIP- regarding closing the gap. This is to ensure that chn are identified and needs are met.	<i>By 01-09-20 THEN ONGOING</i>	<i>L</i>
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.		<i>M</i>	EFA and FLO offered every day.	<i>By 01-09-20 THEN ONGOING</i>	<i>L</i>
	Re-orientation support for school leavers is developed.			Transition work in July in preparation for Sept.	<i>By 01-09-20 THEN ONGOING</i>	
	Consideration of the impact of COVID19 on families and whether any additional support may be required: <ul style="list-style-type: none"> Financial Increased FSM eligibility 		<i>L</i>	School office to communicate directly with families.	<i>By 01-09-20 THEN ONGOING</i>	<i>L</i>

	<ul style="list-style-type: none"> • Referrals to social care and other support • PPG/ vulnerable groups 					
Remote Education Contingency Plan	All students have access to technology and remote learning offer is available to be switched on as a contingency when needed.	<i>Bubble needs to self-isolate because of a positive case of COVID19.</i>	<i>L</i>	<i>Remote learning contingency available and ready to be 'switched-on' when needed.</i> Vine switch to Microsoft Teams- TEAMS needs to be prepared when launched.	<i>By 01-09-20 THEN ONGOING</i>	<i>L</i>
Transition into new year group	Online/ website support for families and young people around transition.		<i>L</i>	Implemented since 01-06-2020. Every child to be contacted by their new teacher prior to September start.	<i>1-6-2020</i>	<i>L</i>
What will need to be different this year because of COVID19?	Plan for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face:		<i>M</i>	New reception having a trial day in July. Every teacher phoning new chn to their class ready for September.	<i>By 01-09-20 THEN ONGOING</i>	<i>L</i>

	<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 			Yr1&2 chn for September to have had a week with their new teacher for Sept. See school SIP in regard to understanding each child's current ability and gaps in understanding.		
Safeguarding	<p>Consideration given to any child who may need support with their return to school and consultation has been undertaken with the family and other agencies involved.</p> <p>Consideration has been given to identifying pupils who should be prioritised for onsite provision due to their vulnerabilities.</p> <p><i>Refer to DFE guidance for definition of vulnerable</i></p> <p>Appropriate risk assessments have been undertaken to ensure welfare checks are taking place in accordance with the CYP response plan.</p>	<p><i>CYP previously deemed to be safer at home and family are anxious about returning to school.</i></p> <p><i>Families may not know so are not taking up offer.</i></p> <p><i>CYP not eligible to be on-site are learning from home, including clinically extremely vulnerable.</i></p>	<p>M</p> <p>M</p> <p>M</p>	<p><i>Review the CYP's risk assessment to identify any support or arrangements needed for their return to school.</i></p> <p>All Vulnerable chn are on site.</p> <p><i>Every child and parent/ carer receives a regular welfare check (at least weekly). This is monitored closely with weekly communication</i></p>	<p>L</p> <p>By 01-09-20 THEN ONGOING</p> <p>04/01/21</p>	<p>L</p> <p>L</p>

				<i>reports being sent to EF. KF making weekly welfare checks and teachers working alongside this with their own calls when necessary.</i>		
	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.		<i>M</i>	<i>Staff refresher training session on processes and procedures and the revised wellbeing material. Safeguarding training Inset Sept'20</i>		<i>L</i>
	Updated Child Protection Policy in place. <i>(January 2021).</i>		<i>L</i>	<i>Adopted most recent Child Protection Policy</i>		<i>L</i>
	Where appropriate, work with other agencies, <i>such as social care,</i> has been undertaken to support vulnerable CYP <i>and families to complete risk assessments and planning. (to return to school.)</i>		<i>M</i>	School nurse and FLO to have continues work over the summer and into the new term.	<i>By 01-09-20 THEN ONGOING</i>	<i>L</i>
	Where physical contact is required in the context of managing behaviour, <i>ensure appropriate hygiene measures are in place to mitigate any risk of transmission.</i>			<i>Review individual consistent management plans to ensure they include protective measures.</i>		
	Current learning plans, revised expectations and required		<i>M</i>	Chn are grouped accordingly base on their	<i>By 01-09-20 THEN ONGOING</i>	<i>L</i>

Curriculum / learning environment	adjustments have been considered.			yr group, ability and social groups.		
	<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>Currently singing will not happen although the sharing of resources within each bubble is permitted. Instruments to be cleaned carefully after lessons and before next usage. <i>If iPads are used, they must be fully sanitised.</i></p> <p>PE equipment can be used within bubble between chn.</p>	<i>By 01-09-20 THEN ONGOING</i>	
	<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 at home • capturing pupil achievements/ outcomes • utilising the DfE ‘catch-up’ funding and programmes • utilising the DfE ‘catch-up’ funding and programmes • responding to DfE remote learning expectations 		<i>L</i>	<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>Chn are offered emotional first aid and wellbeing sessions.</i></p> <p><i>Staff to understand the importance of giving chn chance to talk/share experiences of lock down and allow time to talk.</i></p>	<i>By 01-09-20 THEN ONGOING</i>	<i>L</i>

				<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>Transition meetings to be held during July'20 to ensure that all staff learn about their new chn from their previous teacher.</i></p>	
	Student behaviour policy reviewed to reflect the current circumstances.		L	<p><i>Behaviour policy to be reviewed and amended to match consequences for not adhering to new social distancing measures.</i></p>	L
CYP with SEND	Approach to provision of the elements of the EHCP including health/therapies in place.		H	<p><i>Child with SEND has a detailed risk assessment in place.</i></p> <p><i>Communication with parents.</i></p>	M
	Annual reviews.			<p><i>Will happen when required- next year.</i></p>	
	Requests for assessment.		M	<p><i>Needs will be met as required.</i></p>	M
	Consider any CYP who may need support with their return to school			<p><i>Ongoing phone call support between school and home. Chn currently</i></p>	

	<p>and consult with the family and other agencies involved. <i>Including any support required for CYP to understand new rules i.e. social distancing.</i></p> <p>Consider any CYP who may need additional support whilst learning at home and consult with the family and other agencies involved.</p>			<p><i>coming into school to support their emotional and physical needs.</i></p> <p>AW working closely with families to ensure that they can find ways to access remote learning effectively.</p>		
Attendance	<p>Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.</p>		<i>M</i>	<p><i>Families to be contacted in order to ensure their welfare and to offer support in home educating their child. Parents contacted prior to return in order to ensure that any worries are supported.</i></p>	<i>By 01-09-20 THEN ONGOING</i>	<i>L</i>
	<p>Approach to support for parents where rates of persistent absence were high before closure.</p> <p><i>Critical worker families communicated with regarding the need to keep children at home as much as possible.</i></p>		<i>M</i>	<p><i>Parents offered time to talk through school support networks.</i></p> <p><i>Critical worker parent/families in regular contact with the school</i></p>	<i>By 01-09-20 THEN ONGOING</i>	<i>L</i>
Communication	<p>Information shared with staff around the <i>restricted attendance</i> (full opening) plan, (returning to</p>		<i>M</i>	<p><i>Staff are given clear and structured timetabling to ensure they know</i></p>		<i>L</i>

	<p>site,) including amendments to usual working patterns/practices and groups.</p> <p>Risk Assessment published on website.</p>			<p><i>their roles and responsibilities.</i></p> <p><i>RA shared and discussed with all.</i></p> <p><i>In addition to this, staff will be given the latest DfE information and advice. Including updates throughout August.</i></p> <p><i>Risk Assessment & Action Plan to be reviewed as necessary.</i></p> <p><i>Environment walk with all staff involved so that everyone understands the procedures and their part they play in it.</i></p> <p><i>Staff to be given clear and detailed guidance and practise routines.</i></p>		
	Governors consulted on full opening plans.		<i>L</i>	<i>Governors informed of latest plans.</i>		<i>L</i>
	Union representatives consulted on full opening plans.		<i>L</i>	<i>Unions contacted with updated plans via The Vine.</i>		<i>L</i>
	Risk Assessment published on website, where more than 50 staff.			<i>n/a</i>		

	<p>Communications with parents on the:</p> <ul style="list-style-type: none"> • current arrangements for education and welfare checks/ safeguarding arrangements <p>Plan for full opening</p> <ul style="list-style-type: none"> • 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 is necessary) 		L	<i>Parents informed via letter before the school summer holidays of plans for September.</i>	<i>Info shared with parents at all times</i>	L
	<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 		L	<i>Info shared with parents at all times</i>	<i>By 01-09-20</i>	L

	On-going regular communication plans determined to ensure parents are kept well-informed		<i>L</i>	<i>Letters, website updates, social media</i>		<i>L</i>
Governors/ Governance	Meetings and decisions that need to be taken are prioritised.					
	Governors are clear on their role in the planning and full opening of the school, including support to leaders. Approach to communication between Leaders and governors is clear and understood. <i>Governors have oversight of restricted attendance plans and risk assessments.</i> <i>Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. Refer to Headteacher wellbeing materials.</i>		<i>L</i>	<i>CS to share school info with governors.</i> <i>EF continues to have frequent communication with CS regarding school arrangements/safeguarding/staffing/pupils and other necessary items.</i>	<i>By 01-09-20</i>	<i>L</i>
	Governors prepared for start of school year (clerking, etc).		<i>L</i>	<i>Clerk in communication with CS</i>	<i>By 01-09-20</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		<i>M</i>	<i>Ongoing</i>	<i>By 01-09-20</i>	<i>L</i>

	immediate term, including school trips.					
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.		<i>L</i>	<i>On receipt and in accordance with DfE guidance claims will be raised.</i>	<i>By 01-09-20 THEN ONGOING</i>	<i>L</i>
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM		<i>L</i>	<i>On receipt and in accordance with DfE guidance claims will be raised.</i>	<i>By 01-09-20 THEN ONGOING</i>	<i>L</i>
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.		<i>L</i>		<i>By 01-09-20 THEN ONGOING</i>	<i>L</i>
	Insurance claims, including visits/trips booked previously.		<i>L</i>			<i>L</i>
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering 		<i>L</i>			<i>L</i>
	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.					
Before and after school clubs	Approach in place for before/after school clubs implements the necessary protective measures.	<i>Unknown numbers arriving. Chn mixing bubbles. Too much movement of chn.</i>	<i>M</i>	<i>Not currently running.</i>		<i>L</i>

	<p>Approach in place for before/after school clubs implements the necessary protective measures including restricted attendance</p>		<p><i>All chn will be pre-booked. Chn will arrive and be collected from the front gate. The hall will have 5 tables- one for each class bubble and chn will remain at this table for bfast club. Adults will go to chn rather than chn to hatch.</i></p> <p><i>After school club will operate. SP will have been home between class and afterschool club role to change/wash etc. Chn taken to front of school for hand over at the end of session- no parents on site.</i></p>		
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