

COVID19: Lockdown 2 Risk Assessment and Action Plan

SCHOOL NAME: Highwoods Primary School

OWNER: Paul Disley

DATE: 11/1/2021

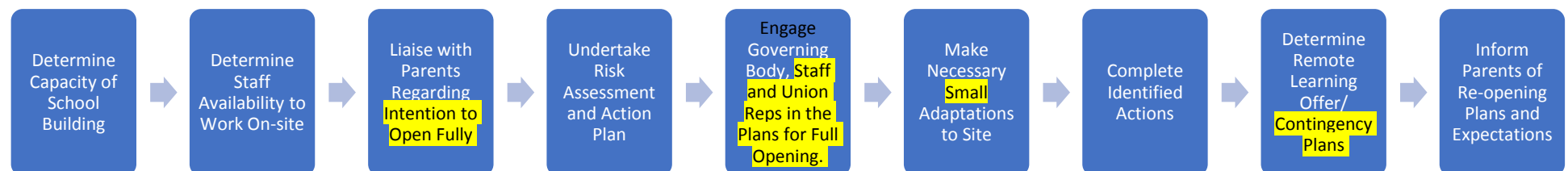
Purpose of this document:

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

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

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

Steps of 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
<i>Engagement in Risk Assessment and Planning</i>	<i>Risk assessment process fully engages staff, governing body and union representatives.</i>	<i>Staff do not engage</i>	<i>L</i>	<i>Provide time for consultation and review risk assessment weekly.</i>	<i>4/9/2020</i>	<i>L</i>

<p style="text-align: center;">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 is unavailable</i></p>	<p><i>H</i></p>	<p><i>Source alternative suitably trained person Tracey to support school opening</i></p>	<p><i>20/05/20</i></p>	<p><i>L</i></p>
		<p><i>Site has been closed for prolonged period</i></p>	<p><i>M</i></p>	<p><i>Carry out a formal / recorded full pre-opening premises inspection.</i></p> <p><i>Commission a water treatment specialist to chlorinate and flush the complete system for all hot and cold water systems and certify the water system is safe before the buildings are reoccupied.</i></p>	<p><i>22/05/20</i></p>	<p><i>L</i></p>
		<p><i>Food remains in the freezer</i></p>	<p><i>M</i></p>	<p><i>Determine with the catering staff / school meals service how left over frozen food should be dealt with and action as appropriate –Sue M</i></p>	<p><i>26/05/20</i></p>	<p><i>L</i></p>
				<p><i>M</i></p>		<p><i>21/05/20</i></p>
	<p>Office spaces re-designed to allow office-based staff to work safely.</p>	<p><i>Office does not allow for adequate space between staff members, no windows for ventilation.</i></p>	<p><i>M</i></p>	<p><i>First aid in class for low level injuries</i></p> <p><i>PPE equipment available for all incidents/injuries/ symptoms of COVID</i></p> <p><i>Separate room for any person displaying symptoms of COVID- deputy head classroom</i></p>	<p><i>20/05/20</i></p>	<p><i>L</i></p>

				<p><i>and use KS2 hall and side date to exit building when collected.</i></p> <p><i>Office staff desks repositioned. Only essential cover on site.</i></p> <p><i>Registers to be collected from outside classes by office staff rather than children collecting and delivering to office</i></p> <p><i>Masks to be worn in communal areas by staff and adults</i></p>		
	<p>Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.</p>	<p><i>Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.</i></p>	<p><i>M</i></p>	<p><i>2-meter markers are present on floors.</i></p> <p><i>One way system in place to enter and exit the school. Signage in place.</i></p> <p><i>20-30 minute drop off and 'collection window'</i></p> <p><i>Parents to drop off all children if there are more than one child, rather than have to wait. Parent uses one way system and walks child to classroom door to handover.</i></p> <p><i>Year 5 and 6 children will be encouraged to walk to school on their own or left to walk through Tyndale Square independently. Parents would risk assess this as to whether this was appropriate.</i></p> <p><i>Staff on duty daily to encourage flow of adults and children;</i></p>	<p><i>12/10/2020</i></p>	<p><i>M</i></p>

	<p>Consideration given to premises lettings and approach in place.</p>	<p><i>Cannot be let and reassembled with sufficient time for cleaning in between.</i></p>	<p>M</p>	<p><i>Lettings risk assessment completed</i></p> <p><i>Lettings review ongoing in line with their own risk assessments for the remainder of school year.</i></p>	<p>20/05/20</p>	<p>L</p>
	<p>Consideration given to the arrangements for any deliveries.</p>	<p><i>Contact with increased number of adults</i></p>		<p><i>School carpark gates shut with agreed entry only.</i></p> <p><i>Kitchen deliveries to be at set time agreed in advance- no access to school</i></p> <p><i>Any other deliveries to be at agreed time or left at front reception after access granted-no signing for deliveries, just name given to courier.</i></p>		
<p>Emergency Evacuations</p>	<p>Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i></p> <p>Consideration given to 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> <p><i>Insufficient Fire Marshalls to check the school in the event of a fire.</i></p>	<p>M</p>	<p><i>Revised evacuation procedure and shared with all staff and children- fire drill completed in autumn 1 and 2 which were successful.</i></p> <p><i>Fire Marshalls in school will check the areas assigned to them if able. Office team to be responsible for monitoring the Marshall areas in Fire Book to advise Fire Brigade when arrive.</i></p> <p><i>CRCC (class roll call card) for each group with number of children/names and staff so each card can be used in the event of evacuation.</i></p>	<p>12/10/2020</p>	<p>L</p>

Cleaning and waste disposal	<p>Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.</p>	<p><i>PPE not available</i></p> <p><i>Sufficient cleaning staff not available</i></p> <p><i>Cleaning supplies not available</i></p>	L	<p><i>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. New cleaners employed to work throughout the day to ensure school remains clean.</i></p> <p><i>Rooms cleaned after use e.g RWI sessions finish and rooms wiped down</i></p> <p><i>Yoga mats wiped down after use and hall cleaned- only one year group bubble to have Yoga</i></p> <p><i>Paper towels and hand wash are to be checked and replaced as needed by cleaning staff</i></p> <p><i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush (hourly)</i></p> <p><i>Staff to clean and wipe tables after use in staff communal areas</i></p>	4/9/2020	L
	<p>Cleaning staff capacity is adequate to enable enhanced cleaning regime.</p>	<p><i>Staff sickness/cleaners absent</i></p>		<p><i>Teachers and T/As in class to wipe down tables and other areas they are aware have been used during the day eg. Equipment, handles, door frames, computers, ipads etc</i></p> <p><i>Zippy bags/small trays used to keep pupil's stationery to prevent constant cleaning and cross contamination. Must stay in school.</i></p>		

				<p><i>New cleaning team appointed and are effective- weekly review of standards by Paul, Rob, Tracey and Natalie.</i></p> <p><i>Employ existing cleaners for longer hours to cover absence or increase cleaning capacity in the school- extra cleaner from 10-11 and 2-3 to check toilets, wipe handles, light switches</i></p> <p><i>Rob to check classes for food on floor from lunch in classrooms.</i></p> <p><i>Classrooms to be accessible and surfaces easy to get to for cleaners- clear desks, clear carpets and clear surfaces- window sills etc.</i></p> <p><i>Deep clean in kitchens on 20/7/2020</i></p>		
	<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	<p><i>No hand sanitiser for visitors to reception.</i></p> <p><i>Classrooms do not have tissues.</i></p> <p><i>Low supply of soap.</i></p>	M	<p><i>Hand sanitiser available at the school entrance</i></p> <p><i>Lidded bins in classrooms</i></p> <p><i>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</i></p> <p><i>Stock check and ordering schedule reviewed and order made.</i></p>	ongoing	L

Sufficient time is available for the enhanced cleaning regime to take place.	<i>Contamination risk increased</i>	M	<i>Termly deep clean by contractors- carpets and rugs. Class tables and surfaces wiped through the day- lunchtime MDAs to wipe tables after lunch;</i>	12/10/2020	L
Waste disposal process in place for potentially contaminated waste.	<i>Contamination risk increased</i>		<i>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</i>		L
Process in place for safe removal and/or disposal of face masks.	<i>Contamination risk increased</i>	L	Waste Bins	13/7/2020	L
Classrooms have been re/arranged to allow as much space between individuals as practical.	<i>Classrooms are cluttered so access and movement around the room is difficult, resulting in children and adults being too close together.</i>	M	<i>Infant classrooms will be set out as pre-covid although all excess furniture removed. Junior classrooms set out in rows- all excess furniture removed.</i>	13/7/2020	L
Classroom entry and exit routes have been determined and appropriate signage in place.	<i>Entrance and Exit points are congested; groups of children mixing from different year group bubbles thus increasing contamination</i>	L	<i>All other classes use own class door as now working in year group bubbles</i>	13/7/2020	L
Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment should be limited to the bubble . Shared	<i>Soft toys, cushions and beanbags in classroom not easily washable.</i>	L	<i>Remove soft furnishings from classroom- nurture room rotate cushions</i>	13/7/2020	

	<p>materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].</p> <p>Non-essential equipment or resources which are not easily washable or wipeable have been removed.</p> <p>Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p>	<p><i>No COVID19 information posters currently in place. Limited reminders/ awareness for children.</i></p>	<p>M</p> <p>L</p>	<p><i>All non-essential equipment/trays/filing cabinets, units removed from room to create space to move</i></p> <p><i>Classrooms left tidy at the end of the day; equipment in trays on chairs. Surfaces clean</i></p> <p><i>Windowsills clear</i></p> <p><i>Rugs removed from window areas</i></p> <p><i>Desks tidy and clear</i></p> <p><i>Lunch trolleys clear at the end of the day</i></p> <p><i>Wipe down i-pads and laptops after use</i></p> <p><i>e-Bug posters displayed:</i></p> <ul style="list-style-type: none"> • <u><i>Horrid hands</i></u> • <u><i>Super sneezes</i></u> • <u><i>Hand hygiene</i></u> • <u><i>Respiratory hygiene</i></u> • <u><i>Microbe mania</i></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>Classrooms are cluttered so access and movement around the room is difficult, resulting in children and adults being too close together.</i></p>	<p>M</p>	<p><i>Infant classrooms will be set out as pre-covid although all excess furniture removed.</i></p> <p><i>Junior classrooms set out in rows- all excess furniture removed.</i></p>	<p>13/7/2020</p>	<p>L</p>
<p>Staffing</p>	<p>Staffing numbers required for entire eligible cohort have</p>					

	<p>been determined including support staff such as facilities, IT, midday and office/admin staff.</p> <p>Including at least one of the following:</p> <ul style="list-style-type: none"> • Paediatric First aider (where children under 3yrs) • Designated Safeguarding Lead (DSL) • SENCO • Caretaker/site member • Office staff member 	<p><i>Paediatric First Aiders off due to COVID.</i></p>	<p><i>H</i></p>	<p><i>Paediatric First Aid cover on site daily</i></p> <p><i>DSL or DDSL on site at all times- where this is not possible, follow Child Protection Policy and seek Deputy heads</i></p>	<p><i>25/05/20</i></p>	<p><i>L</i></p>
	<p>Approach to staff absence reporting and recording in place. All staff aware.</p>	<p><i>Staff absence effects the running of the school</i></p>	<p><i>M</i></p>	<p><i>Share Essex HR guidance and use support materials about returning to work.</i></p> <p><i>New Essex Code of Conduct and Leave of Absence policy approved by staff and Governors</i></p> <p><i>Wherever possible, use designated supply teachers who work only within out school.</i></p>	<p><i>4/9/2020</i></p>	<p><i>L</i></p>
	<p>Risk assessments in place for those staff who were previously working from home due to shielding, (clinically vulnerable and/or living with someone in these groups), and appropriate arrangements for mitigating risk are identified.</p>	<p><i>Staff who are shielding or who are unable to return could leave</i></p>	<p><i>H</i></p>	<p><i>Shielding staff return to work on 1/9/2020</i></p> <p><i>Staff authorised absence from work due to shielding letters received from 5/1/2021 onwards</i></p> <p><i>Arrangements made to teach year group who are more able to socially distance or</i></p>	<p><i>01/08/20</i></p>	<p><i>M</i></p>

				<i>alternative working arrangements made-managed on individual basis</i>		
Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.	<i>School unable to be fully operational due to not enough staff</i>	<i>H</i>	<p><i>School to use external supply teachers in extreme circumstances only - long term absence.</i></p> <p><i>Use in house supply teachers as preference to cover leave or sickness</i></p> <p><i>Where staff are willing and able to, use support staff cover sessions- only if in year group bubble already</i></p>			<i>M</i>
Consideration given to staff clothing expectations and information shared with staff.	<i>Breach of code of conduct</i>		<i>School Code of conduct</i>	<i>1/9/2020</i>		<i>L</i>
Approaches for meetings and staff training in place.	<i>Increased contamination risk if all staff together in small space</i>	<i>M</i>	<i>Virtual meetings and social distanced meetings in place for September onwards</i>	<i>1/9/2020</i>		<i>L</i>
Staffing roles and responsibilities with regards to the contingency of remote provision alongside in-school provision agreed and communicated.	<i>Reduce the risk to vulnerable staff</i>	<i>M</i>	<p><i>Staff who are vulnerable or unable to be in school due to other circumstances, where deemed appropriate with the Headteacher, support remote learning.</i></p> <p><i>Where staff cannot work from home, roles and working conditions will be adapted to ensure the staff member can be in school.</i></p>	<i>11/1/2021</i>		<i>L</i>
<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</p>		<i>M</i>	<p><i>Use Essex support materials for returning to work.</i></p> <p><i>Continue to support staff where returning to work could/is an issue and take advice from HR.</i></p>	<i>L</i>		<i>13/7/2020</i>

	processes in respect of tasks they are unfamiliar with.					
	<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>Staff are anxious and unable to work/return to work</i></p>	H	<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>	ongoing	M
	<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>In line with DOH guidance</i></p> <p><i>Self-testing kits for emergency use.</i></p>		
	<p>The approach for inducting new starters has been reviewed and updated in line with current situation.</p>	<p><i>New starters are unsure of procedures</i></p>		<p><i>NQT mentor in place.</i></p> <p><i>Both NQTs in regular contact with school.</i></p>		
	<p>Return to school procedures are clear for all staff.</p>	<p><i>Staff anxiety increased</i></p>	M	<p><i>Communicate procedures through ping with staff prior to September start and throughout year- support families in accessing PING where problems occur.</i></p> <p><i>Teacher training on 2,3 and 4 September</i></p> <p><i>Support staff training on 4th September 9am -12am- this will discuss risk assessment, new behaviour policy and protocols</i></p>	12/092020	L

				<i>Virtual staff meetings planned weekly for teachers and 2 weekly for support staff.</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>N/A</i>				
	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.	<i>N/A</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>Contractors on site increase risk of contamination</i>	<i>H</i>	<p><i>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</i></p> <p><i>Building works to be completed before or after school hours (5-11 at night)</i></p> <p><i>No other contractors on site between 9-3</i></p>	<i>Aug 2020</i>	<i>M</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>Contractors on site increase risk of contamination</i>	<i>H</i>	<p><i>Music lessons on hold for first 4 weeks and then under review</i></p> <p><i>No external clubs initially for first 4 weeks</i></p> <p><i>Parents evening date on hold- structure not yet known but not face to face meetings</i></p>	<i>ongoing review</i>	<i>12/09/2020</i>

				<p><i>Yoga to continue but in KS1 hall or if possible, outside (TBC): to be with Year 1</i></p> <p><i>Forest schools to continue in current structure- clothes to be wiped down after use and same protective measures in place as last 3 months- hand washing, wiping tools, children have own sets of water proofs</i></p> <p><i>Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.</i></p>		
Group Sizes	All children are included in distinct groups/ 'bubbles' that do not mix and the number of children in each bubble is as small as possible.	<i>In 2 form entry primary school, toilet block shared by both classes or more than one year group bubble</i>	<i>H</i>	<p><i>Bubble set at the size of two classes/ year group.</i></p> <p><i>Year 1 to use infant toilets; Year 2 to use toilets in the middle of the school. Year 3 and 4 to use own toilets in class and Year 5/6 use KS2 toilets</i></p> <p><i>Phonics groups remain in year groups bubbles- between 3,4 or 5 groups depending on number of adults and space available. Groups must be ideally run by adults in that year group. Foundation stage remain in class bubble for phonics until reviewed by Hannah (phonics lead)</i></p>	<i>M</i>	<i>01/08/20</i>
	Staffing allocations to groups determined, <i>minimising contact with multiple groups as much as possible.</i>	<i>Staff mix across year groups and increase contamination.</i>	<i>H</i>	<p><i>Wherever possible, staff do not mix across year group bubbles</i></p> <p><i>Where staff do have to cross bubbles, social distancing should be encouraged- L to teach</i></p>	<i>ongoing</i>	<i>H</i>

				<p><i>from the front as much as possible, RAD sports outside and do not enter school, supply teachers used who only work in our school</i></p> <p><i>Create extra staff room in the KS2 hall- provide microwave, kettle, seating etc</i></p>		
	Class sizes	<p><i>Class sizes during another lockdown remain too high to mitigate the risk of infection spreading and suppressing the virus</i></p>	H	<p><i>In consultation with school Governors, wherever possible, class sizes will be capped at 15 pupils. Despite no clarification from DfE over class sizes limits, the school has referred to previous guidance under the first lockdown to establish a limit of 15 children as safer number of pupils to work in one room- the key reasons for this are to allow individual tables for children to work at, providing less contact with peers and enough space in the room for adults to work safely. Where numbers go above 15, the school will try to take steps to help mitigate the risk, although this is a last resort. This will be done in consultation with the teacher/LSA- parents will be notified of class sizes so they are aware of the risk prior to sending pupils in once we exceed 15 pupils.</i></p>	11/1/2021	H
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 	<p><i>Not enough space to support 'break out groups', children who need timeout or other learning activities such as RWI</i></p> <p><i>Limited staff room space</i></p>	H	<p><i>Organise the school into zones per bubble, to reduce movement and interaction between bubbles in corridors and communal spaces.</i></p> <p><i>Use KS2 hall as extra staff room- this hall is not being used for sessions/assemblies. Provide kettle, drinks etc. Divide hall in half. FUN4KIDS using before and after school so wiped down before and after use</i></p>	1/9/2020	M

	<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>Rota for library</i></p> <p><i>No assemblies- virtual assemblies only</i></p>		
	<p>Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.</p>		<i>H</i>	<p><i>School gates open at 8:50</i></p> <p><i>Parents and children encouraged to arrive on time- staggered drop off and collection times in place- shared through PING</i></p> <p><i>Parents encouraged to wait on the playground if congested and let crowd disperse.</i></p> <p><i>Year 6 and 5 encouraged to walk onto school ground on their own- parents to make judgements on this. Staff to be on both gates. Ideally parents let older children walk across Tynedale square independently- this is a parent judgement.</i></p>	<i>1/9/2020</i>	<i>M</i>
	<p>Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.</p>	<p><i>breaches of social distancing or COVID routines increase risk of contamination</i></p>	<i>H</i>	<p><i>Handwashing and cleaning</i></p> <p><i>Conversations with parents form teacher and then SLT</i></p> <p><i>Updated behaviour policy- shared with staff and parents before 7/9/2020- on website aut</i> <i>1</i></p>	<i>1/9/2020</i>	<i>M</i>

				<i>Risk assessments and individualised approach in place for students who might struggle to follow expectations- adapted timetable for some pupils if needed.</i>		
	Approach to assemblies – if still occurring, plan in place to manage social distancing.	<i>Currently assemblies are cancelled. Bringing all children together for assembly would breach the bubble arrangements.</i>	<i>M</i>	<i>Assemblies are within year group bubbles or virtual. Initially virtual assemblies for return to school.</i>	<i>1/9/2020</i>	<i>L</i>
	Social distancing plans communicated with parents, including approach to breaches.	<i>Increase risk of contamination and mixing pods</i>	<i>H</i>	<i>Letter to parents July 2020- paper copy also provided on school return</i> <i>Parents to avoid dropping off items at the office- drop box for items should parents/children forget items; staff to deliver items if available</i> <i>Office staff unable to deliver items to groups</i> <i>Staff unable to provide PE kit and other items</i> <i>New behaviour policy</i> <i>One way system</i> <i>New signs and floor markings</i> <i>Year group emails continue to avoid contact face to face and congestion at drop off and pick up</i>	<i>ongoing</i>	<i>M</i>
	Arrangements in place for the use of the playground, including equipment.	<i>Increase risk of contamination and mixing pods</i>	<i>H</i>	<i>Zoned areas of playground and staggered break and lunchtime</i> <i>Break time-</i> <i>infants 10:15-10:30</i> <i>Year 3 and 4 – 10:35-10:50</i> <i>Year 5/6- 10:55-11:10</i>	<i>1/9/2020</i>	<i>M</i>

				<p><i>(5 minute window to avoid overlap of groups- teachers must stick to timing)</i></p> <p><i>Foundation stage eat in hall. All other year groups eat in class. Same system that currently is in place for infants with trolley in corridor Foundation stage eat in hall but line up when Year 1 and 2 have got their food from the hall to avoid cross mixing groups.</i></p> <p><i>Hot meals for FSM and UIFSM only- rest of children bring packed lunch; week 1 packed lunches for FSM KS2</i></p> <p><i>Lunch timetable to be shared with staff.</i></p>		
Transport	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.	N/A				
	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.	N/A				
Catering	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.	<i>School kitchen has been closed for juniors.</i>	<i>M</i>	<i>Kitchen to provide hot for children in infants and FSM throughout school, as well as any other vulnerable pupils identified by staff.</i>	<i>12/10/2020</i>	<i>L</i>
	Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other groups.	<i>Increase risk of contamination and mixing pods</i>		see timetable	<i>1/9/2020</i>	<i>L</i>
	Summer Holiday Food vouchers for eligible CYP ordered.	<i>Children are hungry</i>		Vouchers in place and sent out- repeated for Lockdown 2		
PPE	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	<i>Lack of equipment</i>	<i>L</i>	Reviewed weekly by Tracey, Rob and Natalie	<i>ongoing</i>	<i>L</i>
	Approach to confirmed COVID19 cases in place: during school day	<i>Increased risk of contamination</i>	<i>H</i>	Children with symptoms- relocated away from other children. This will be Deputy heads room	<i>12/10/2020</i>	<i>H</i>

Response to suspected/ confirmed case of COVID19 in school	<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>Same procedures in place- deep clean room after use, adults to use PPE. Staff member from year group bubble to remain with child.</p> <p>Key symptoms flagged by DOH</p> <ol style="list-style-type: none"> 1. high temperature 2. persistent cough 3. loss or change of taste or smell <p>2 confirmed cases could trigger response team visiting school-weekly information from Essex County Council supporting decisions</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>Increased risk of contamination</i></p>	H	<p>Parent details must be up to date.</p> <p>Confirmation of case outside of school- follow guidance and inform all families in that bubble where confirmed case has been reported. 14 days isolation for whole bubble and siblings/staff</p> <p>Deep clean of areas linked to bubble. If appropriate, deep clean of whole school.</p> <p>Inform parents of confirmed case, not symptoms which have not yet been tested.</p>	1/9/2020	H
	<p>Process in place to engage with the Test and Trace and contract tracing process.</p> <p><i>Refer to ECC and public health guidance for more information.</i></p>	<p><i>Increased risk of contamination</i></p>		<p>Follow guidance for Essex and Department for Health</p> <p>Where a school has a case, we will be advised by health assessment team. Likely to be that year group bubble closes- for 14 days</p>	12/10/2020	

				regardless of any test being negative and symptoms could be delayed.		
Approach and expectations around school uniform determined and communicated with parents.	<i>Government expectation all children in uniform</i>	<i>L</i>	Children in uniform and this needs to be clean Support families and be flexible if families having trouble sourcing uniform	<i>1/9/2020</i>		<i>L</i>
Changes to the school day/timetables shared with parents.	<i>Increase risk of contamination due to parents not following advice/instructions</i>	<i>H</i>	letter to parents July/December 2020	<i>July 2020 December 2020</i>		<i>M</i>
All students instructed to bring a water bottle each day. Water fountains cleaning arrangements in place.	<i>Increase risk of contamination</i>	<i>L</i>	<i>Not in use</i>	<i>1/9/2020</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>	Staff training September 2,3,4 Embed new rules and routines quickly 1 week with previous teacher from 7/9/2020 New teacher starts on the 14/7/2020			<i>L</i>
Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.	<i>Increased anxiety for pupils and parents</i>	<i>M</i>	High quality teaching Embed new routines and rules quickly No wasted time with learning Positive relationships continue to be established between staff and children SENCO and pastoral team available			<i>L</i>

	Re-orientation support for school leavers is developed.			Not appropriate		
	<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 • Referrals to social care and other support • PPG/ vulnerable groups 		<i>H</i>	Parents contacted about FSM eligibility LAC children supported with uniform as are known vulnerable pupils	<i>ongoing</i>	<i>M</i>
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>Remote learning contingency available and ready to be 'switched-on' when needed. Remote learning plan shared with all parents through ping and paper copy- plan on website too.</i>		
Transition into new year group	Online/ website support for families and young people around transition.	<i>Children and parents feel anxious</i>	<i>M</i>	<i>Ongoing pastoral support from school for children and families if they needed.</i>	<i>ongoing</i>	<i>L</i>
What will need to be different this year because of COVID19?	<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 		<i>M</i>	<p>New intake visits in July and September. Parents meeting in week 7/9/2020-social distancing applied</p> <p>Transition visits in week of 7/9/2020- teacher to visit new class rather than class of children move and visit classroom- reduce chance of mixing groups</p>	<i>7/9/2020</i>	<i>L</i>

	<p>adaptations, equipment etc (lead in times)</p> <ul style="list-style-type: none"> • Post 16 • School Leavers 					
Safeguarding	<p>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.</p>	<p><i>CYP previously deemed to be safer at home and family are anxious about returning to school.</i></p>	<p>M</p>	<p><i>Review the CYP's(child and young person) risk assessment to identify any support or arrangements needed for their return to school- update for Lockdown 2</i></p>	<p>5/01/2021</p>	
	<p>Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.</p>			<p><i>Staff refresher training session on processes and procedures and the revised wellbeing material- staff training on 4/9/2020</i></p>		
	<p>Updated Child Protection Policy in place.</p>			<p>Adopted most recent Child Protection Policy- approved at Governors meeting October 2020</p>	<p>12/10/2020</p>	<p>L</p>
	<p>Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP to return to school.</p>			<p><i>Ongoing pastoral support from school for children and families who need it.</i></p>		
	<p>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>			<p><i>Review individual consistent management plans to ensure they include protective measures.</i></p>		

	Current learning plans, revised expectations and required adjustments have been considered.			Staff training and CPD- teachers 2,3 and 4 September LSAs and non-teaching staff 4/9/2020 9-12		
Curriculum / learning environment	<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 	<i>Risk of infection is increased</i>	<i>H</i>	<p>No music tuition</p> <p>No indoor PE where risks are not clearly mitigated- e.g front facing fitness and Yoga is OK.</p> <p>Outdoor PE to be non-contact No sharing of PE kits or staff finding kit for children</p> <p>Parents understand that school will not provide PE kit for children- communicate through letter from Head and subsequent letters for having no kit.</p> <p>No swimming</p> <p>No singing assemblies</p> <p>Virtual good work assembly once a week</p> <p>Teachers consider how to minimise risks throughout the weekly curriculum subjects.</p>	<i>1/9/2020</i>	<i>M</i>
	Whole school approach to adapting curriculum (S/M/L term), including:	<i>Children have gaps in curriculum</i>	<i>H</i>	<i>Staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.</i>	<i>1/9/2020</i>	<i>M</i>

	<ul style="list-style-type: none"> recognising 'non-curriculum' learning that has been done capturing pupil achievements/outcomes utilising the DFE 'catch-up' funding and programmes 			Staff training September 2,3, and 4th		
	Student behaviour policy reviewed to reflect the current circumstances.			see above New behaviour policy shared with parents once approved by governors on 21 st Sep 2020		
CYP with SEND	Approach to provision of the elements of the EHCP including health/therapies in place.	<i>children do not get the support they need</i>				
	Annual reviews.	<i>children do not get the support they need</i>		Continue either virtually or over the phone	ongoing	
	Requests for assessment.	<i>children do not get the support they need</i>		Visitors for assessments support and room provided.	ongoing	
	Consider any CYP who may need support with their return to school 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>	<i>children do not get the support they need</i>		Vulnerable pupils monitored closely for attendance and well being Individual risk assessments for children who need them- CP plans or medical needs.	ongoing	
Attendance	Approach to promoting and supporting attendance for all			Ongoing pastoral support from school for children and families they need it.		

	pupils determined, including those who may be anxious.					
	Approach to support for parents where rates of persistent absence were high before closure.		<i>M</i>	<p><i>Support families through usual approach- attendance officer, EWO, Headteacher.</i></p> <p><i>1 week authorised holiday for all families. Cautious and measured approach to attendance where children or family are unwell- if showing any symptoms, children remain off and are tested.</i></p>	<i>ongoing</i>	<i>L</i>
Communication	Information shared with staff around the full opening plan, returning to site, amendments to usual working patterns/practices and groups.			<i>Information shared regularly when key information or guidance changes or is released.</i>		
	Governors consulted on full opening plans.			<i>RA sent to all Governors</i>		
	Union representatives consulted on full opening plans.			<i>RA sent to all staff</i>		
	Risk Assessment published on website, where more than 50 staff.	<i>TBC- seek clarification. No legal obligation as understood.</i>		<i>RA published on website</i>		
	Communications with parents on the: <ul style="list-style-type: none"> • Plan for full opening • Social distancing plan • Wellbeing/ pastoral support/ support and acknowledgement to 	<i>Increased risk of contamination</i>	<i>H</i>	<p><i>Letter to parents July 2020</i></p> <p><i>Letter again September 2020- digital and paper copy</i></p> <p><i>Reminder letters sent December 2020</i></p> <p><i>see above notes and timetables</i></p>	<i>July 2020</i>	<i>M</i>

	<p>parents of home learning</p> <ul style="list-style-type: none"> • Attendance • Uniform • Transport • Behaviour • Test and trace • Staggered start and end times • Expectations when in school and at home (if self-isolating is necessary) 					
	<p>Pupil communications around:</p> <ul style="list-style-type: none"> • Changes to timetable • Social distancing arrangements • Staggered start times • Expectations when in school and at home (if self-isolating is necessary) • Travelling to and from school safely 	<p><i>Increased risk of contamination</i></p>	<p><i>H</i></p>	<p><i>Letter to parents July 2020</i> <i>Letter again September 2020- digital and paper copy</i> <i>Reminder letters sent December 2020</i></p> <p><i>see above notes and timetables</i></p>	<p><i>July 2020</i></p>	<p><i>M</i></p>
	<p>On-going regular communication plans determined to ensure parents are kept well-informed</p>	<p><i>Changes to guidance and legislation</i></p>	<p><i>H</i></p>	<p><i>Letters, website updates, social media</i></p>	<p><i>ongoing</i></p>	<p><i>M</i></p>
	<p>Meetings and decisions that need to be taken are prioritised.</p>	<p><i>Strategic decisions about school operations are not made or are effective</i></p>	<p><i>M</i></p>	<p><i>Virtual meetings autumn term</i> <i>Phone meeting with chair</i></p>	<p><i>Ongoing</i></p>	<p><i>L</i></p>

Governors/ Governance	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>Responsibilities being overlooked during pandemic/not picked up again afterwards</i>	<i>M</i>	<i>Virtual meetings autumn term Phone meeting with chair Written updates from the Head and School Business Manager Virtual meetings between Head, member of SLT and responsible governor(s). On-hold items to be left on the agenda for meetings as a reminder</i>	<i>Ongoing</i>	<i>L</i>
	Governors prepared for start of school year (clerking, etc).			<i>Dates agreed for meetings 2020/21 autumn term. Virtual governors meeting autumn term.</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>L</i>	<i>All trips postponed autumn term 2020</i>	<i>1/9/2020</i>	<i>L</i>
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.		<i>M</i>	<i>SBM keeping records of additional costs</i>	<i>ongoing</i>	<i>M</i>
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM		<i>H</i>	<i>Ongoing but unlikely to receive any money to cover costs.</i>	<i>ongoing</i>	<i>H</i>
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.					

	Insurance claims, including visits/trips booked previously.	<i>School costs increased</i>	<i>M</i>	<i>Year 6 residential-. Year 6 2021 residential is booked but not yet taken any payments- this needs consideration and liaising with PGL for assurances about refunds.</i>	<i>Ongoing</i>	<i>M</i>
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering 	<i>N/A</i>				
	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.	<i>N/A</i>				
Before and after school clubs	Approach in place for before/after school clubs implements the necessary protective measures.	<i>Mixing of bubbles and increased contamination risk</i>	<i>H</i>	<i>no after school clubs run by school- tuition is year group bubbles to continue</i> <i>School consulted with F4Kids to limit mixing of bubbles- provide extra space to allow for more groups.</i>	<i>1/9/2020</i>	