

COVID19: Full Opening Risk Assessment and Action Plan

SCHOOL NAME: Abacus Primary School

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DATE: 14/7/20 (updated 5/11/20)

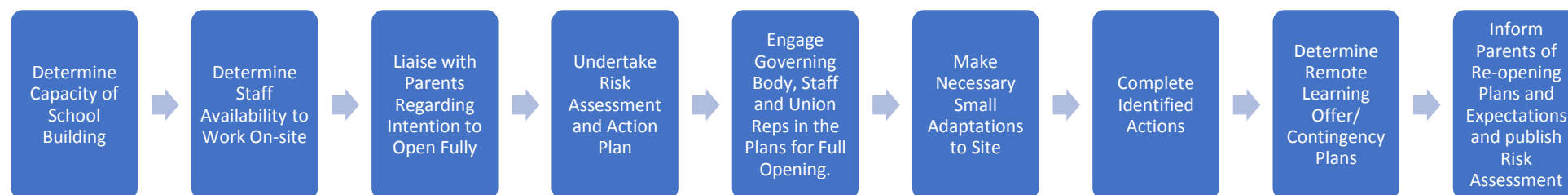
Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the 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
- 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
Engagement in Risk Assessment and Planning	Risk assessment process fully engages staff, governing body and union representatives.	Lack of engagement or involvement of staff would result in poor adherence to control measures.	H	Plan to SMT/ staff and FGE week 13/7/20 by email and attachment to include all staff including those still shielding. Summary in newsletter to parents. Risk assessment published on the website 22/7/20	16/7/20 16/7/20 22/7/20	L
Preparing Buildings and Facilities	Premises and utilities have been health and safety checked and building is compliant. <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	Faulty toilet systems resulting in frequent repairs and breakdowns (Phase 2 and changing rooms).	M	Changing room and Phase 2 toilets system being changed over the summer holidays. This will provide additional toilets (changing rooms) and secure more reliable cisterns/flushing systems.	Summer shut 2020	L
	Office spaces re-designed to allow office-based staff to work safely.	Office does not allow for adequate space between staff members when four members of staff are all present	M	Office staff desks and chairs to be repositioned.	31/8/20	L
	Entry and exit routes to the school are in place, any physical changes	Bottlenecks likely at entrance	H	Phased return to introduce new systems	1/9/20	L

	and/or signage required to allow social distancing are in place.	to school. Social distancing unlikely to be maintained with large volume of traffic around the premises.		across the school. Staggered starts and pick up times. Two main entry points to the school site. Use of classroom back doors for entry. Use of school field for some pickups. Senior Leaders to be on patrol for the first few weeks to ensure all parents/pupils are adhering to the new arrangements and to promote the ‘drop and go’ strategy.		
	Consideration given to premises lettings and approach in place.	Hall repurposed as staffroom. Cannot be let and reassembled with sufficient time for cleaning in between.	M	No lettings for sports clubs or small hall for the autumn term. To be reviewed.	1/9/20	L
	Consideration given to the arrangements for any deliveries.	Already strategy in place.	L	Before school and at the front of the school.	Already in place.	L
Emergency Evacuations	Evacuation routes are confirmed, and signage accurately reflects these. NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.	Evacuation routes would cause multiple groups/bubbles of people to come into contact. More appropriate alternatives are possible.	M	Classes will use back doors to leave classrooms preventing any crossover of bubbles in the corridors. Fire drills and assembly points to be outside on the school field with more space to distance. Posters to be updated in classrooms and regular fire drills carried out to	2/6/20 1/9/20	L

				ensure everyone is aware of new systems.		
Cleaning and waste disposal	Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non-healthcare settings guidance.</u>	Hygiene risks identified regarding enhanced awareness of transmission of virus.	M	<p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Hand towels and handwash are to be checked and replaced as needed by the caretaker.</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p> <p>Sanitation stations to be set up around the school both inside and outside</p>	<p>23/3/20</p> <p>2/6/20</p> <p>23/3/20</p> <p>1/9/20</p>	L

	Adequate cleaning supplies and facilities around the school are in place.	If stocks run out or supplies are hard to obtain there would be an increased risk.	M	Lidded bins in classrooms Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach Stock check and ordering schedule reviewed and order made.	2/6/20 23/3/20 Ongoing as required	L
	Sufficient time is available for the enhanced cleaning regime to take place.	Inadequate time would result in reduced cleaning as per the risk assessment. Staff absence would also be an issue.	M	Three teams of cleaners-different areas cleaned at different times of the day.	23/3/20	L
	Process in place for safe removal and/or disposal of face masks.	Risk of spreading of virus or cross contamination.	H	Use of yellow bags for disposal if needed. Face masks not routinely used in school.	1/9/20	L
Classrooms	Classrooms have been re/arranged to allow as much space between individuals as practical. Furniture arranged to minimise contact as much as possible e.g. Desks side by side, facing front, where age appropriate.	Limited classroom space putting individuals in close proximity.	H	Front facing tables where possible and where age appropriate. Distance enhanced between the front row of tables; staff teaching from the front. Clear exit/egress routes. Clear routes for handwashing and toilets within the constraints of each class layout.	1/9/20	L
	Classroom entry and exit routes have been determined and appropriate signage in place.	Corridors causing bottlenecks and playgrounds and school entrances being congested	M	Use of back doors. Classroom doors and windows will be left open	2/6/20	L

		preventing social distancing.		to ensure ventilation (to be reviewed with medical advice). Black class patio door to be replaced through the summer break		
	<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>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>Soft toys, cushions and beanbags in classroom not easily washable/can't be sanitized and a risk of cross contamination.</p> <p>Sharing of equipment could also transfer the virus.</p> <p>Lack of information/publicity may limit effectiveness of risk assessment.</p>	<p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>M</p>	<p>Individual resource packs will be provided for each child i.e. pencil case, books, desk.</p> <p>Minimal resources out in classrooms and any equipment used to be wiped down at the end of each session.</p> <p>Handwashing promoted before and after each lesson or use of equipment.</p> <p>Soft furnishings removed from classes.</p> <p>Class resources to be allocated.</p> <p><u>e-Bug</u> posters displayed:</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> • Catch it, Bin it, Kill it 	<p>1/9/20</p> <p>1/9/20</p> <p>23/3/20</p> <p>23/3/20</p> <p>1/9/20</p> <p>1/9/20</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>

Staffing	<p>Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.</p> <p>Including at least one of the following:</p> <ul style="list-style-type: none"> • Paediatric First aider (where children under 3yrs) • Designated Safeguarding Lead (DSL) • SENCO • Caretaker/site member • Office staff member 	<p>Inadequate staffing levels causing cover issues and increasing the use of unknown supply staff in the school.</p> <p>Key safeguarding and support leads unavailability could lead to difficulties managing the school safely.</p>	H	<p>The head or assistant head will be on site for each working day; usually both will be present (DSL and DDSL).</p> <p>Majority of staff first aid trained and first aid/PPE available in each class base.</p> <p>SENCO on site 4 days a week and supported by headteacher when not available.</p> <p>Team on duty to cover the office.</p> <p>Caretaker hours adjusted to accommodate amended duties; alternative key holders available.</p>	<p>23/3/20</p> <p>4/9/19</p> <p>3/9/19</p> <p>Ongoing</p> <p>2/6/20</p>	L
	<p>Approach to staff absence reporting and recording in place. All staff aware.</p>	<p>Unexpected staff absence causing disruption and cover issues.</p>	M	<p>Staff Absence Policy made clear to all staff and recording/reporting to continue as usual. Staff will cover between Bubbles as required. PPA staff attached to bubbles to support absence and cover.</p>	<p>Ongoing</p> <p>1/9/20</p> <p>1/9/20</p>	L
	<p>Risk assessments in place for those staff who were previously working from home due to shielding, (clinically vulnerable and/or living</p>	<p>Shielding staff advised not to return causing cover issues.</p>	H	<p>Individual risk assessments completed and risks mitigated. Staff able to return with</p>	<p>16/7/20</p>	L

	with someone in these groups), and appropriate arrangements for mitigating risk are identified.			medical advice. Use of HR to support decision making and recommendations for accommodations. Cover between Bubbles and use of PPA teachers.	21/7/20 1/9/20	
	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.	Increased sickness causing cover issues and gaps in the support or leadership team.	H	Each bubble having sufficient cover team including PPA cover teachers to accommodate this. HT and AH to cover for each other; another CT has L3 safeguarding and all staff have L1 or 2 safeguarding. Review staffing on a weekly basis.	1/9/20 Ongoing Ongoing	L
	Consideration given to staff clothing expectations and information shared with staff.	Inappropriate clothing may cause risks.	L	Staff dress code within Staff Handbook/Code of Conduct. PE days staff to wear appropriate clothing for the day.	Ongoing Ongoing	L
	Approaches for meetings and staff training in place.	Social distancing issues and staff workload issues.	M	Staff meetings to be held in the large hall or outdoors. Staff CPD/meetings to be fortnightly and teams to meet alternate weeks to review the curriculum and assessments. SMT meetings to be fortnightly in the small	2/6/20 1/9/20 2/6/20	L

				<p>hall.</p> <p>Morning Meetings now stopped and a weekly staff newsletter will deliver this information.</p> <p>If someone cannot attend then a job share partner or team member will relay the information.</p>	<p>23/3/20</p> <p>Ongoing.</p>	
	Staffing roles and responsibilities with regards to the contingency of remote provision alongside in-school provision agreed and communicated.	Pupils at risk of missing education; staff workload issues.	M	<p>All teachers sharing responsibility within year groups for planning and remote provision.</p> <p>Planning formats to be reviewed to align pre lockdown and current formats so that we can switch easily between face to face and virtual education.</p>	<p>23/3/20</p> <p>1/9/20</p>	L
	<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>	Gaps in staffing caused by absence or working days impeding the smooth running of the school.	M	<p>Some duties shared by staff teams e.g. LSAs supporting lunchtime team, Admin team supporting registration and communication.</p> <p>Some p/t staff swapping duty days.</p> <p>Some support staff supporting individual pupils as required.</p> <p>All duties clearly communicated to all</p>	<p>1/9/20</p> <p>1/9/20</p>	L

				teams.	1/9/20	
	<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>Staff wellbeing compromised leading to increased staff absence or the need for recruitment if they leave.</p>	M	<p>Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx</p> <p>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements. Sue Bruyel (school counsellor) available in school. PPA- fortnightly off site. Reduction in formal meeting time for first term.</p>	<p>1/9/20</p> <p>1/9/20</p> <p>2/6/20</p> <p>1/9/20</p> <p>1/9/20</p>	L
	<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>Risk of staff absence if self-isolating/anxious/shielding. Lack of testing adding to time taken out of work.</p>	H	<p>Clear information on testing procedure in the Organisation Plan and following local/national guidance. Local testing site available in Basildon and some kits will be provided to school to support those who</p>	<p>1/9/20</p> <p>1/9/20</p>	L

				cannot get to a testing site safely.		
	The approach for inducting new starters has been reviewed and updated in line with current situation.	New starters unaware of procedures or expectations.	H	New starters invited in prior to 1/9/20 and induction completed.	1/7/20	L
	Return to school procedures are clear for all staff.	Staff unclear about procedures for the return to work.	H	Return to work procedures shared with all staff not yet returned along with individual risk assessments and the offer of a pre-meeting with the HT over the summer shutdown.	16/7/20	L
	Arrangements to return any furloughed staff in place.	N/A	-	-	-	-
	Any staff contracts that need to be issued, extended or amended considering the current situation have been.	Staff unclear about roles and positions.	M	No temporary staffing. Those who were potentially redundant have been consulted about possible alternative positions and agreed before the summer.	15/7/20	L
	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.	HR processes not completed and follow though ignored.	M	HR Processes to be continued and extended (if required) after the gap in normal working.	1/9/20	L
	Arrangements in place for any visitors/ contractors on site, protocols and expectations	Visitors/contractors to the site causing social distancing issues or needing to enter	M	Check with the contractor any requirements their	22/7/20	L

	<p>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>	bubbles while children are on site.		<p>employer has specified before visit.</p> <p>Share school protocols. Assessed on an individual basis depending on need. Initially no external visitors (to be reviewed when local advice issued) except statutory or emergency services.</p>	<p>As required</p> <p>As required</p> <p>1/9/20</p>	
	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.	Additional adults unaware of protocols and local risk assessment.	M	<p>School counsellor already back in school.</p> <p>No other additional adults on site in the autumn term (to be reviewed in the autumn).</p>	<p>2/6/20</p> <p>23/10/20</p>	L
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.	In 2 form entry primary school, toilet block shared by pairs of classes, not always from the same bubble.	M	<p>Bubble set at the size of year group.</p> <p>Where 2 year groups share a cloakroom then the toilets will be labelled for each class and staff will supervise the numbers able to use the facilities at one time.</p>	L	01/09/20
	Staffing allocations to groups determined, minimising contact with multiple groups as much as possible.	Staff crossing into multiple bubbles increases the risk.	M	<p>Bubbles of one class size to be maintained for the majority of the day within the overall year group bubble to allow for as normal working of the school as possible.</p> <p>Staff may cross into designated bubbles only,</p>	<p>1/9/20</p> <p>2/6/20</p>	L

				except for in an emergency. No assemblies. Lunchtime to be held in individual classes and then year group bubbles allocated outdoor spaces.	23/3/20 1/9/20	
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 staggered. Plans for social distancing during these times in place, such as when queuing for lunches Toilet arrangements 	Risk of lack of social distancing or large groups, bubbles meeting in shared spaces etc.	M	<p>Staggered start and end times;</p> <p>Limited access to corridors as classes using outside doors.</p> <p>Shared spaces allocated to specific bubbles on a timetable.</p> <p>Class layout redesigned by staff.</p> <p>Staggered playtimes and lunchtime.</p> <p>No queuing as lunches served in class.</p> <p>Toilets (see above).</p>	<p>1/9/20</p> <p>1/9/20</p> <p>1/9/20</p> <p>1/9/20</p> <p>2/6/20</p> <p>2/6/20</p> <p>1/9/20</p>	L
	Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.	Risk of lack of social distancing or large groups.	M	<p>Staggered start.</p> <p>Parental drop and go direct to classroom door in a 15min time frame.</p> <p>Leadership team walking around and moving people on.</p>	<p>1/9/20</p> <p>1/9/20</p>	L
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.	Staff unaware of protocol for dealing with any breaches.	M	Handwashing and cleaning (if needed) sanitation stations around the building and	1/9/20	L

				classrooms for additional handwashing if required. Individual risks assessments in place for students who might struggle to follow expectations. Behaviour Policy and updated home school agreement circulated and parents informed of expectations and consequences.	1/9/20 1/9/20	
	Approach to assemblies – if still occurring, plan in place to manage social distancing.	Bringing all children together for assembly would breach the bubble arrangements.	M	One Bubble to attend an assembly. The assembly will be recorded for other Bubbles to access at a later date.	1/9/20	L
	Social distancing plans communicated with parents, including approach to breaches.	Parents unaware of protocols and inadvertently breaching them.	H	Use of newsletter, texts system and Facebook page to communicate expectations and protocols.	Ongoing	L
	Arrangements in place for the use of the playground, including equipment.	Risk of cross contamination.	M	Bubbles allocated specific areas at allocated times and all to wash hands before and after use. Bubbles have specific boxes of play equipment to use.	2/6/20 2/6/20	L
Transport	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much	Increased risk of contamination if using public transport.	H	Feature on newsletter and encourage walking to school where possible.	1/9/20	L

	as possible.					
	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.	Lack of school meals would increase risk of pupils being hungry, unwell or their wellbeing affected. Additional pressure placed on parents.	M	School kitchen has been open throughout. Liaise with catering team to plan a basic menu to begin with offering 1 hot choice and one cold choice each day. (We will ensure that we can still meet dietary requirements). Menu to be expanded when viable (to be reviewed fortnightly and publish changes on the school website).	14/7/20 17/9/20	L
	Arrangements for when and where each group will take lunch (and snack time if necessary) are in	Risk of lack of social distancing and large groups if using previous lunchtime	H	Lunch to be eaten in classrooms KS1 12-12.30pm	2/6/20 (R, Y1 & Y6)	L

	place so that children do not mix with children from other groups.	arrangements.		KS2 12.30-1pm. Lunches delivered by allocated staff.	1/9/20 (whole school)	
	Summer Holiday Food vouchers for eligible CYP ordered.	Family wellbeing compromised if no additional support available over the summer.	M	Vouchers to be ordered in advance for all eligible families.	22/7/20	L
PPE	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	Safety compromised if no available PPE or guidance about usage.	M	School has supply of full PPE including face shields. All classes have one supply of PPE should someone in the bubble show symptoms or for administering first aid in an emergency situation.	22/7/20 2/6/20	L
Response to suspected/ confirmed case of COVID19 in school	Approach to confirmed COVID19 cases in place: during school day <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 	Lack of clarity about expectations or protocols leading to increased risk of not carrying out essential steps and increased risk of infection.	H	Follow current government and PHE guidance. See operational Plan	Ongoing 1/9/20	L
	Approach to confirmed COVID19 cases in place: outside of school hours <ul style="list-style-type: none"> Approach to relocating CYP away from certain parts of the school to clean, if possible 	Lack of clarity about expectations or protocols leading to increased risk of not carrying out essential steps and increased risk of infection.	H	Follow current government and PHE guidance See operational Plan	Ongoing 1/9/20	L

	<ul style="list-style-type: none"> 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.</p> <p>Refer to ECC and public health guidance for more information.</p>	Limited sharing of information/cases leading to increased risk of infection.	H	<p>Follow current government and PHE guidance</p> <p>See operational Plan</p>	<p>Ongoing</p> <p>1/9/20</p>	L
<p>Pupil Re-orientation</p> <p>back into school after a period of closure/ being at home</p>	Approach and expectations around school uniform determined and communicated with parents.	Pupils becoming over-familiar with staff in school as feeling the boundaries have changed.	M	<p>All children to wear school uniform.</p> <p>Communicate on newsletter and letters to parents.</p>	<p>2/6/20</p> <p>2/6/20</p>	L
	Changes to the school day/timetables shared with parents.	Pupils and families unclear about arrangements leading to increased anxiety and risk.	M	Communicate on newsletter and letters to parents.	17/7/20	L
	All students instructed to bring a water bottle each day. Water fountain cleaning arrangements in place.		M	Communicate on newsletter and letters to parents. Refills available only in class.	17/7/20	L
	Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.		M	<p>Planning a reconnection curriculum.</p> <p>Whole school project to bring school back together for the first 2 weeks of term.</p>	<p>17/7/20</p> <p>1/9/20</p>	L
	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>Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.</p> <p>Re-orientation support for school leavers is developed.</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 Referrals to social care and other support PPG/ vulnerable groups 	Increased risk of mental health issues and anxiety levels for staff, families and pupils.	M	<p>Whole school project to bring school back together.</p> <p>Wellbeing projects throughout lockdown.</p> <p>Time given to get to know classes.</p> <p>Use of school counsellor.</p>	<p>1/9/20</p> <p>23/3/20</p> <p>20/21/22/7/20 & 1/9/20</p> <p>From 2/6/20</p>	L
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.	Bubble needs to self-isolate because of a positive case of COVID19.	M	<p>Planning will go back on to school website</p> <p>Packs provided where needed</p> <p>Planning adapted for the autumn term</p> <p>Tapestry to be used for SEN pupils and foundation</p>	<p>As required</p> <p>1/9/20</p> <p>Ongoing</p>	L
<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>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 	Increased risk of mental health issues and anxiety levels for staff, families and pupils.	M	<p>Videos introducing new year groups launched prior to summer break.</p> <p>End of year outdoor events to support transition and goodbyes.</p> <p>Communications prior to children and Bubbles returning to school.</p> <p>Links to wellbeing</p>	<p>17/7/20</p> <p>w/c 20/7/20</p> <p>Ongoing</p>	L

	<ul style="list-style-type: none"> • Primary to Secondary • Vulnerable children • Children with SEND • Physical and sensory needs, including adaptations, equipment etc (lead in times) • Post 16 • School Leavers 			<p>information on the school website.</p> <p>Newsletters so parents know what is happening and when.</p> <p>Zoom meetings set up where appropriate for anxious pupils.</p> <p>Support from counsellor for individual cases.</p> <p>Transition visits to secondary school.</p> <p>Welcome back video to be made.</p> <p>Ongoing transition plan for Foundation children.</p> <p>Colour Monster book for foundation pupils.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>16/7/20</p> <p>As required</p> <p>w/c 6/7/20</p> <p>1/9/20</p> <p>1/9/20</p>	
Safeguarding	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.	CYP previously deemed to be safer at home and family are anxious about returning to school.	M	<p>Review the CYP's risk assessment to identify any support or arrangements needed for their return to school.</p> <p>Liaise with families</p> <p>Invite family in for pre visits to reassure and lower anxiety.</p>	<p>1/9/20</p> <p>1/9/20</p>	L
	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	Lack of clarity about procedures would hinder the support of vulnerable pupils.	M	<p>Staff meeting discussions.</p> <p>Agreed two-week focus prioritising PSHE.</p> <p>All staff have received anxiety training.</p> <p>Anxiety information & materials/training</p>	<p>7/7/20</p> <p>1/9/20</p> <p>15/1/20</p>	L

				sessions on our website.		
	Updated Child Protection Policy in place.	Safeguarding risk.	M	Adopted most recent Child Protection Policy. Update CP training for all staff.	1/9/20 1/9/20	L
	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP to return to school.		M	Liaison with agencies as appropriate following procedures. Seek advice re individual cases as required.	1/9/20 As required	L
	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.	Risk of transmission heightened with physical contact.	M	Review individual consistent management plans to ensure they include protective measures. Intimate care plans and health care plans also to be reviewed.	1/9/20 1/9/20	L
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.	Badly pitched work or increased anxiety with academic pressure.	M	Whole school project to bring school back together. Current planning being revised and reviewed in light of changes for lockdown	1/9/20 8/9/20	L
	Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?	Some activities will increase risk e.g. singing, group work, contact sports	M	Curriculum areas reviewed and assessed P.E. – children will come in wearing their P.E. kit for the day.	7/7/20 2/6/20	L
	Each activity should be risk assessed and should not be run			No competitive sports for autumn term.	1/9/20	

	unless the risks can be mitigated <ul style="list-style-type: none"> • PE – including no contact sport • Practical science lessons • DT/ FT 			No contact sports to be taught. Music- no singing or wind instruments. Resources will be assessed prior to lessons and lessons adapted as required.	2/6/20 2/6/20 1/9/20	
	Whole school approach to adapting curriculum (S/M/L term), including: <ul style="list-style-type: none"> • Wellbeing curriculum • recognising ‘non-curriculum’ learning that has been done • capturing pupil achievements/ outcomes • utilising the DFE ‘catch-up’ funding and programmes 	Starting the curriculum at ‘normal’ levels and expectations runs the risk of stressing or alienating the pupils, especially those who have experienced a difficult lockdown.	M	Whole school project to bring school back together. Time given to get to know classes. Wellbeing projects throughout lockdown. Use of school counsellor.	1/9/20 1/9/20 2/6/20 2/6/20	L
	Student behaviour policy reviewed and reflects the current circumstances.	Behaviour expectations during lockdown at home may be different to those in school and pupils will need a period of adjustment. Discipline or safety may be compromised	M	Review behaviour policy. Adapt a home/school agreement to reflect changes in routines. Publish for parents. Revisit class charter/rules/ expectations	1/9/20 1/9/20 1/9/20 1/9/20	L
CYP with SEND	Approach to provision of the elements of the EHCP including health/therapies in place.	Pupils at risk of wellbeing, health or education being compromised if EHCPs cannot be delivered.	M	Individual risk assessments completed and shared with parents prior to children starting back. Reasonable adjustments made where possible and agreed with parents.	10/9/20 2/6/20 onwards	L

				Transition books made and shared before return. Musical communication intervention to take place outside. Gym trail to take place outside or main hall.	22/7/20 1/9/20 1/9/20	
	Annual reviews.	Parental and pupil views not taken into account or changes to provision or placement not considered in advance.	M	Via zoom or telephone. We have currently completed all apart from one which is deferred until the autumn term.	21/7/20	L
	Requests for assessment considered.	Pupil's needs not met.	M	Continue with process. Communicate with LA to ensure timely resolution to issues.	Ongoing	L
	Consider any CYP who may need support with their return to school and consult with the family and other agencies involved. Including any support required for CYP to understand new rules i.e. social distancing.	Pupils at risk of breaking social distancing, hygiene rules or other expectations. Risk of cross contamination increased.	M	Individual risk assessments and liaising with parents. Reasonable adjustments made where possible and agreed with parents.	10/9/20 1/9/20	L
Attendance	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.	Pupils at risk of missing education.	M	Talk to our families and offer support wherever needed. Treat each case individually and take account of personal circumstances. HB to continue to attend attendance group meetings for ideas and	As required	L
	Approach to support for parents where rates of persistent absence were high before closure.					

				best practice		
Communication	Information shared with staff around the full opening plan, returning to site, amendments to usual working patterns/practices and groups.	Staff unaware or unsure of expectations and arrangements.	M	Staff meetings 7/7/20 and 14/20 Plan to SMT/ staff and FGB week 13/7/20 Summary in newsletter to parents.		
	Governors consulted on full opening plans.	Governors unaware of arrangements and unable to agree the plan or ask questions.	M	FGB meeting to discuss plan. Discussion with chair of governors re plan. FGB to approve plan.	9/7/20 13/7/20 16/7/20	L
	Union representatives consulted on full opening plans.	Unions unable to comment on the plans.	M	Plan shared with all staff including reps.	18/7/20	L
	Risk Assessment published on website, where more than 50 staff.		M	Risk assessment published on the website	22/7/20	L
	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 parents of home learning Attendance Uniform Transport Behaviour Test and trace Staggered start and end 	<ul style="list-style-type: none"> Outline to be put on school newsletter Friday 17/7/20 Letter to be sent to parents on class emails Friday 17/7/20 Letters to be added to website and Face book page Videos launched prior to summer break End of year outdoor events to support endings and transitions New year videos and communications prior to children and Bubbles returning to school Welcome back video to be made 				

	<p>times</p> <ul style="list-style-type: none"> Expectations when in school and at home (if self-isolating is necessary) 	<ul style="list-style-type: none"> Sharing newsletters at home with families Update home school agreement Classes relaying information and expectations as part of reintegration back to school 				
	<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 					
	On-going regular communication plans determined to ensure parents are kept well-informed	Parents uninformed of expectations	M	Letters, website updates, social media Weekly newsletter Staff newsletter	Ongoing Ongoing Ongoing	L
Governors/ Governance	Meetings and decisions that need to be taken are prioritised.	Governors unaware of arrangements and unable to agree the plan or ask questions	M	<p>FGB meeting to discuss plan. Discussion with chair of governors re: plan. FGB to approve plan. Autumn term meetings agreed as digital meetings. Regular email communication with newsletters attached for all governors.</p>	<p>9/7/20</p> <p>13/7/20 16/7/20</p>	L
	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.					
	Governors prepared for start of school year (clerking, etc).					
Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action

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.	Mass gatherings in enclosed spaces are high risk for transmission of infection and lack of social distancing possible.	H	<p>Review during autumn term.</p> <p>No mass gatherings.</p> <p>Experiences not missed but presented in a different way (tbc).</p> <p>Year 6 residential moved to spring term 2021.</p> <p>Assemblies and sharing events to be accessed by one bubble at a time and relayed via video link as appropriate.</p> <p>Any visiting Travelling Company performing for/with children to provide their own Risk Assessment prior to the event.</p> <p>Masks to be worn in communal areas where social distancing cannot be maintained.</p> <p>Outside spaces may be used following the guidance as for Curriculum.</p> <p>Smaller groups may also be arranged to limit the number of participants.</p> <p>Any resources used must be sanitised in between sessions to ensure no cross contamination.</p> <p>*Please also see Visitors to Site section.</p>	<p>23/10/20</p> <p>2/6/20</p> <p>23/10/20</p> <p>2/6/20</p> <p>2/11/20</p>	L
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Visitors to Site	<p>Visitors to site kept to a minimum and alternatives explored e.g. telephone or video consultations.</p> <p>All adults visiting the school site asked to wear a facemask in communal areas, and only pre-booked and confirmed appointments are allowed.</p>	<p>Visitors unaware of expectations or the risks involved. Visitors not complying with the requirements (social distancing, facemasks, sanitising etc).</p>	H	<p><u>All visitors will be accompanied by a staff member while on site.</u></p>	10/9/20	L
				<p><u>Parents attending meetings</u> e.g. SEN reviews or consultations: visits may be from one adult at a pre-booked appointment. Visitor must wear a facemask in communal areas. 1:1 meeting may take place in SENCO room with appropriate social distancing. If more than one staff member is present, then the meeting must take place in a large space (classroom without children present or hall) and be well ventilated.</p>	10/9/20	L
				<p><u>Students or Trainees:</u> such placements are for an 'educational purpose' and any such visitor must follow the guidance above as for Staff from Juniper HR. They will be assigned a bubble and a mentor from within that bubble. All such placements must be authorised by the</p>	2/11/20	L
					2/11/20	

				<p>headteacher once any individual health needs have been considered.</p> <p><u>Consultants or trainers:</u> where possible, such work to be completed via video link. If not viable, visitors must wear a mask in communal areas; use an agreed venue (hall, classroom); maintain appropriate social distancing; limit contact with pupils i.e. under 15 mins in closer range; remain within one bubble; if working with additional groups then appropriate sanitisation and guidance will be planned prior to the visit.</p>		L
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.	School at risk of financial deficit or difficulty due to exceptional expenditure needs.	M	<p>Finance officer closely monitoring and reporting additional costs.</p> <p>Regular communication with governors.</p> <p>Parent refunds issued on ParentPay for any missed school trips from 2019/2020.</p> <p>In house cleaning, IT and catering in place.</p>	Half termly	L
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM				Ongoing	
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.				Ongoing	

	Insurance claims, including visits/trips booked previously.					
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering 					
	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.	Risk of multiple bubbles mixing and lack of social distancing.	H	<p>No sports clubs for autumn term then review.</p> <p>Kellycare only and school to vet the risk assessment.</p> <p>Crafty Katie club over the summer and after school with individual risk assessment again vet by the school.</p>	<p>1/9/20</p> <p>1/9/20</p> <p>22/7/20</p>	L