

C-19: Re-opening Risk Assessment and Action Plan

SCHOOL NAME: Ryefield Primary School

OWNER: Colin Tucker

DATE: 15/07/2020

Purpose of this document:

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

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

- C-19 Strategic Plan
- C-19 Reopening Plan
- Infection Control Policy
- C-19 RPS Full Opening Plan – September Protocol and Procedures



Steps of Re-opening Preparation:

Context:

This risk assessment below has been amended following the partial re-opening on the 1st June when pupils in Nursery, Reception, Year 1 and Year 6 returned to school, we have amended the risk assessment ready for a Full Opening on the 3rd September for the whole school. The government will only permit this provided that the five (5) key tests set by government justify the changes at the time, including that the rate of infection is decreasing, and the enabling programmes set out in the government roadmap are operating effectively. The safety of children and staff is the utmost priority.

- **This risk assessment has taken into account the Government’s current guidelines on COVID-19, and especially the ‘2 metre rule’ on social distancing. A hierarchy of controls, when implemented, creates an inherently safer system, where the risk of transmission is substantially reduced. This includes:**
 - **minimising contact**
 - **cleaning hands more often**
 - **ensuring good respiratory hygiene**
 - **cleaning frequently touched surfaces**
 - **minimising contact through altering the environment and timetabling**

- **No one with COVID 19 symptoms should attend an educational setting for any reason.**

- **To note, the majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of circumstances and this is set out below.**
 - **Staff and pupils should continue with effective infection, protection and control by cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.**

- **Staff and pupils in all settings will be eligible for testing if they become ill with coronavirus symptoms, as will members of their households. A new national test and trace programme will support this.**

- **Children, young people and staff who have been classed as clinically extremely vulnerable have been asked to shield and are not expected to attend. Any person who is clinically vulnerable or is living with someone who is, should follow the government’s protective measures guidance.**

- **Each school/setting will need to consider/implement these additional protective measures in any plans to reopen. Every setting will need to carry out a risk assessment before opening and it will need to be consulted upon with staff and unions.**

This risk assessment will be reviewed no less than once a week, and more frequently when/as the government guidance is updated or changes, furthermore the school will continue to assess and review risks and adapt this document accordingly.

5x5 RISK MATRIX

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|--------------------|-----------------|---------------|---------------|---------------|---------------|---------------|
| PROBABILITY | Highly Probable | 5 Moderate | 10 Major | 15 Major | 20 Severe | 25 Severe |
| | Probable | 4 Moderate | 8 Moderate | 12 Major | 16 Major | 20 Severe |
| | Possible | 3 Minor | 6 Moderate | 9 Moderate | 12 Major | 15 Major |
| | Unlikely | 2 Minor | 4 Moderate | 6 Moderate | 8 Moderate | 10 Major |
| | Rare | 1 Minor | 2 Minor | 3 Minor | 4 Moderate | 5 Moderate |
| | | Very Low | Low | Medium | High | Very High |

IMPACT

Created by: B Hughes (School Operations Manager)

Checked by: C Tucker (Headteacher)

Approved by: K Farrell (Chair of Governors)

Risk Assessment/ Action Plan Sections:

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| Area of Risk | Control Measures | Who is at risk | Risk to Implementation | Risk Level Pre-Action | | | Action Required / Decision Made | Action Completed Date | Risk Level Post-Action | | |
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| | | | | P | I | T | | | P | I | T |
| Preparing Buildings and Facilities | Premises and utilities have been health and safety checked and the 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 | Staff and Pupils | Site Manager has to self-isolate | 4 | 4 | 16 | Source alternative suitably trained person | 17/07/2020 L Hughes | 4 | 1 | 4 |
| | | | Food remains in the freezer | 2 | 2 | 4 | Was cleared before 17/07/20 but will determine with the catering staff about food in the freezer and action as appropriate. Handles on all fridges to be cleaned daily. | 20/03/2020 L Hughes 17/07/2020 K Kennedy | 2 | 1 | 2 |
| | | | Internet Service goes down | 2 | 2 | 4 | IT to liaise with internet providers. | 01/06/2020 L Hughes M Fiaz 01/09/2020 | 2 | 1 | 2 |
| | | | Does our current insurance policy cover us for this? | | | | Insurance Company contacted and we are covered | 01/06/2020 B Hughes | | | |
| | Making sure the following is looked at for the | Staff, visitors and pupils | Main front Reception - No PPE (screens). Office does not have | 2 | 2 | 4 | Screens have been installed and will remain in place. Minimise the amount of people entering the | 01/06/2020 L Hughes 01/09/2020 | 2 | 1 | 2 |

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| <p>safety of the office staff:</p> <ul style="list-style-type: none"> • PPE Office space and ventilation • Photocopiers • Signing in books (staff, visitors, contractors, and pupils) | | <p><i>adequate space and ventilation.</i></p> | 2 | 2 | 4 | <p><i>office. We will only allow 1 extra person in the office at one given time and children are not allowed in the office unless permission is given beforehand and they will knock before entering.</i></p> | 01/09/2020 Admin Team | 2 | 1 | 2 |
| | | <p><i>Risk of cross contamination sharing the same resources.</i></p> | 4 | 2 | 8 | <p><i>Windows to be fully open to gain maximum ventilation.</i></p> <p><i>Office phones only to be used by office staff, If needed by others, use the spare office phone but must be cleaned before and after use.</i></p> | 01/09/2020 Admin Team | 4 | 1 | 4 |
| | | | | | | <p><i>All Office equipment to be wiped down in the morning before use and wiped down at the end of the day before leaving.</i></p> | 01/09/2020 Admin Team | | | |
| | | | | | | <p><i>Phones, computers, workstations and photocopiers in use should be minimised by planning ahead. Wash hand or use hand sanitiser after use and use antibacterial spray to spray mouthpiece, surfaces and keypads after use.</i></p> | 01/06/2020 Admin Team | | | |
| | | | | 3 | 4 | 12 | <p><i>Removing the pupil late signing in book - Office staff to register children as they walk through the reception area. All other books users will have to use their own pens or office staff will have to sign in on their behalf.</i></p> <p><i>Parents late picking their children up from school at the end of the day, will be held in the classroom. The teacher/TA will ring across to the office who will contact the parent/career from SIMS. If the school is informed that the person collecting will be 15 minutes or later the child/ren will be taken to the hall where social distancing can be observed. A member of SLT or the Admin team will sit with the children until collected.</i></p> | 01/09/2020 SLT Admin Team | 2 | 3 |

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| | Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place. | Staff, visitors and pupils | Bottlenecks likely at entrance to school. | 4 | 4 | 16 | <p>2-meter markers posters present around the grounds.</p> <p>Banner on the railing at the front of the school making visitors aware of the social distancing and not to congregate.</p> <p>Only 1 parent/carer or family member to drop off and pick up.</p> <p>Different Entry points for different classes - Signs in place for parents.</p> <p>2-meter markers outside each classroom on the floor so parents do not approach the classroom.</p> | <p>06/05/2020 L Hughes</p> <p>01/06/2020 B Hughes</p> <p>01/06/2020 C Tucker SLT</p> <p>01/06/2020 L Hughes</p> | 2 | 2 | 4 |
| | Consideration given to premises lettings and approach in place. | Visitors, staff and pupils | Hall cannot be let and reassembled with sufficient time for cleaning in between. | 2 | 2 | 4 | <p>Staggered start times to continue in September</p> <p>Nursery am 8:30 - 11:30</p> <p>Nursery Pm 12:20 - 3:20</p> <p>Reception - 08:20 - 14:50</p> <p>Key Stage1 - 08:20 - 14:50</p> <p>Lower Key stage 2 - (Y3/4) - 8:30 - 15:00</p> <p>Upper Key stage 3 - (Y5/6) - 8:30 - 15:10</p> <p>Outdoor lettings (Glebe Netball) has restarted please see separate risk assessment</p> <p>Lettings to be reviewed from September for indoor (hall) lettings on a case by case basis. Talks and meetings will be had with the clubs managers to see how these will be run and individual risk assessments from the club and school will have to be done.</p> <p>Following the Government Guidance</p> | <p>01/09/2020 SLT B Hughes</p> <p>23/06/2020 B Hughes</p> <p>As and when needed B Hughes</p> | 2 | 3 | 6 |
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| | Consideration given to the arrangements for any deliveries. | Site staff and couriers. | <i>Deliveries into the school could be cross contaminated as deliveries to other sites and contact with staff and/or pupils.</i> | 3 | 2 | 6 | <i>Parcels and royal mail post are dropped at the desk and then they leave. Main bulk deliveries are dropped at the site door and then they leave. No entry into the school.</i> | <i>01/09/2020 L Hughes Admin Team</i> | 3 | 1 | 3 |
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| Emergency Evacuations | <p>Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i> 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. These will be reviewed as part of the morning briefing.</p> | Staff and pupils | <i>Current evacuation routes would not cause multiple groups of people to come into contact. However if the school were to add further year groups this could be compromised.</i> | 4 | 4 | 16 | <i>Evacuation procedure to be under regular review. Should it be altered the procedures will be shared with all staff and children.</i> | <i>01/06/2020 L Hughes B Hughes</i> | 2 | 2 | 4 |
| | | | <i>Staff needing to work from home are currently PEEP buddies and so reassignment is necessary.</i> | 2 | 2 | 4 | <i>Buddy system updated PEEP updated and reviewed where needed. If the Buddy system needed a mask it would be worn by the member of staff and pupil. Masks to be stored by chair. .</i> | <i>01/06/2020 C Hayward</i> | 2 | 1 | 2 |
| | | | <i>Not enough staff to cover the arrangements that are in place.</i> | | | | <i>Fire drills to take place should the evacuation procedure change.</i> | <i>01/06/2020 L Hughes B Hughes</i> | | | |

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| Cleaning and waste disposal | Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance. | Staff and Pupils | | 4 | 4 | 16 | <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. All doors that are not fire doors to be propped open to reduce contact points.</i></p> <p><i>Hand towels and hand wash are to be checked and replaced as needed by Mid-day cleaner. Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush during the day and at the end of the day.</i></p> <p><i>SMSAs to clean classrooms after lunchtimes</i></p> <p><i>Checklist to indicate the toilets have been cleaned to be put in place and monitored by the site manager.</i></p> <p><i>Enhanced hand washing to be put in place before and after using toilet</i></p> <p><i>Enhanced cleaning of toilets to increase to 3 times a day</i></p> <p>Weekly site inspections of cleaning and schedule of work</p> <p>Teachers to clean the desk and handles throughout the day and to make sure that the classrooms are kept tidy.</p> | 01/06/2020 L Hughes B Hughes | 4 | 2 | 8 |
| | Capacity of cleaning staff is adequate to enable an enhanced | Staff and Pupils | <i>To full capacity but not fully trained</i> | 2 | 2 | 4 | <p>The Evening Cleaner position has been filled and she starts on the 13th July.</p> | 13/07/2020 L Hughes B Hughes | 2 | 1 | 2 |

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| | cleaning regime. | | | | | | | | | | |
| | Adequate cleaning supplies and facilities around the school are in place. Arrangements for longer-term continual supplies are also in place. | Staff and pupils | <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> | 3 | 2 | 6 | <p>Hand sanitiser available at key points around the school. More hand sanitiser installed around the school on the 16.07.2020 in key points</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. This will be part of the Wednesday site survey.</i></p> <p><i>Hand sanitiser in each classroom, each room (for interventions K Hope, J Perry and S Lansiquot and Rascals).</i></p> | <p>01/06/2020 L Hughes B Hughes</p> <p>01/09/2020 B Hughes</p> | 3 | 1 | 3 |
| | Sufficient time is available for the enhanced cleaning regime to take place. | Staff and pupils | <i>Cleaning hours are limited due to being the evening</i> | 3 | 2 | 6 | <i>All staff advised to leave the site by 5.00pm in order for cleaning to be undertaken.</i> | 01/06/2020 L Hughes B Hughes | 3 | 1 | 3 |

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| | Waste disposal process in place for potentially contaminated waste. | Staff and pupils | <p><i>Waste Contaminates other waste.</i></p> <p><i>Waste transmits virus to refuse workers</i></p> | 4 | 4 | 16 | <p><i>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours. All contaminated bags to be 'double bagged'.</i></p> <p><i>Waste collections made weekly at 08:00am when the minimum number of persons are on site (i.e. after normal opening hours).</i></p> | 22/05/2020 L Hughes B Hughes | 4 | 2 | 8 |
| Classrooms | The number of staff and CYP that can use each room at any one time has been determined according to the physical capacity of the school site. NB: up to 15 per group. | Staff and pupils | <i>Too many people within one area increases risk</i> | 4 | 4 | 16 | <p><i>Class groups will return to normal capacity.</i></p> <p><i>Staff will remain with their home classes. Staff operating across different classes will be kept to a minimum - K Hope (English intervention), S Lansiquot (Hub support) J Perry (Rascals) L McClatchey (Rascals)</i></p> | 01/09/2020 L Strong C Tucker | 4 | 2 | 8 |
| | Classrooms have been re/arranged to allow as much space between individuals as practical. | Staff and pupils | <i>Tables are currently very close together, furniture around the edge of the rooms.</i> | 3 | 2 | 6 | <p><i>Staff and Site to move furniture around the school to ensure clear routes around classrooms.</i></p> <p><i>Teacher's desk must be kept 2m away from children's tables/desks.</i></p> <p><i>Tables to be arranged in rows facing the front.</i></p> | 01/09/2020 Teachers L Hughes Teachers 01/09/2020 Teachers | 3 | 1 | 3 |
| | Classroom entry and exit routes have been determined and appropriate signage in place. | Staff and pupils | <i>Some classes have more than one entry/exit point. Some classes enter from/exit into the same shared space which has redeployed to a classroom space</i> | 3 | 3 | 9 | <p><i>Year groups have been partitioned to ensure pinch points and bottlenecks have been avoided.</i></p> <p><i>Signage has been put in place for parents come September</i></p> | 21/05/2020 L Hughes B Hughes C Tucker 01/09/2020 B Hughes | 3 | 1 | 3 |

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| <p>Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment or stationery should be prevented where possible. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].</p> <p>Resources which are not easily washable or wipeable have been removed. 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>Staff and pupils</p> | <p><i>All classes currently used shared resources</i></p> <p><i>Soft toys, cushions and beanbags in the classroom are not easily washable.</i></p> <p><i>COVID19 information posters placed around the school. Certain parts of the school may have limited reminders/ awareness for children.</i></p> | <p>5</p> | <p>3</p> | <p>15</p> | <p><i>Returning to School Protocol and Procedures for September 2020 details classroom expectations. All children will provide their own pencil cases and resources (Water bottle, reading record and book in a plastic folder). Cleaning materials in place in each room.</i></p> <p><i>Reading books will be returned as normal but taken out of circulation for 72 hours before being returned to the library.</i></p> <p><i>Teachers can take books home to access or use to support planning etc. This is also true of Library books.</i></p> <p><i>Remove soft furnishings from the classroom.</i></p> <p><i>e-Bug posters displayed:</i></p> <ul style="list-style-type: none"> • <i>Horrid hands</i> • <i>Super sneezes</i> • <i>Hand hygiene</i> • <i>Respiratory hygiene</i> • <i>Microbe mania</i> | <p><i>01/09/2020</i> <i>C Tucker</i></p> <p><i>01/06/2020</i> <i>Teacher</i></p> <p><i>In place but will be augmented over the remainder of the term.</i></p> | <p>5</p> | <p>2</p> | <p>10</p> |
| <p>Adequate ventilation for classrooms - bearing in mind fire safety and site security).</p> | <p>Staff and pupils</p> | <p><i>Window catches on rooms prevent them from fully opening, however they promote circulation of air.</i></p> | <p>4</p> | <p>3</p> | <p>12</p> | <p><i>Where possible all spaces (especially teaching) should be ventilated using natural ventilation.</i></p> | <p><i>Frequent reminders during staff briefings, staff need to close at the end of day.</i> <i>C Tucker</i></p> | <p>4</p> | <p>1</p> | <p>4</p> |

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| | | | | | | | | Site walks to determine usage. C Tucker L Hughes B Hughes | | | |
| | Classroom lessons: Consider which lessons or activities will be delivered and use timetables to reduce movement around the school or building. Keep cohorts together and ensure that they are in the same small groups at all times, each day and in the same room or area of a setting and that different groups are not mixed during the day, or on subsequent days, assigning the same teacher and other staff. As far as possible these groupings also stay the same. Seating each child at the same desk each time they attend school should also be considered. | Staff and pupils | Staff do not adhere to guidelines and expectations. | 4 | 4 | 16 | Regular staff briefings and distribution of the C-19 Reopening Plan Teachers instructed to set the workstation 2m minimum distance from the nearest child. Peer and self-assessment. Verbal feedback at the point of learning - whilst maintaining social distancing. Visualisers to be purchased in order to allow feedback for children whilst maintaining 2m distance Making sure staff have sight of Returning to school Protocol and Procedure for September 2020 | From 08/06/2020 C Tucker SLT ELT Teacher 01/09/2020 C Tucker | 4 | 2 | 8 |

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| | <p>All staff must always maintain a safe distance wherever possible and remind the children to do the same.</p> <p>Even where children may require extra assistance a 2-metre rule must be sought to be enforced. Avoid calling them to the front of the class, or checking on them more than necessary.</p> | | | | | | | | | | | |
| | <p>Outdoor learning:</p> <p>Consider which lessons or classroom activities could take place outdoors. Utilising outdoor space is to be encouraged as the infection risk seems to be decreased in the open air, forest school spaces and outdoor lessons to be encouraged.</p> <p>PE lessons could continue (as important for wellbeing) provided they are strictly non-contact and do not involve any more than one group.</p> | <p><i>Staff and Pupils</i></p> | <p><i>Outdoor learning needs to occupy spaces which are not already populated by other pupils.</i></p> | <p>4</p> | <p>3</p> | <p>12</p> | <p><i>Reinforcement during briefing.</i></p> <p><i>The school is fortunate to have 15 acres of fields, however staff must remain vigilant when ensuring pupils remain 2m away.</i></p> <p><i>Site manager to check in September for Oak processionary Moth - if threat removed then field may be used again.</i></p> | <p><i>08/06/2020</i></p> <p><i>ELT Phase Leaders</i></p> <p><i>L Strong</i></p> <p><i>01/09/2020</i></p> <p><i>L Hughes</i></p> <p><i>B Hughes</i></p> | <p>4</p> | <p>1</p> | <p>4</p> | |

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| Staffing | <p>Staffing numbers required for the 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 | | <i>Staff and Pupils</i> | <i>Enough staff to backfill to cover absence</i> | 5 | 4 | 20 | <p><i>Explore additional training for shadow positions.</i></p> <p><i>Teachers and support staff to remain with home classes.</i></p> <p><i>Staff operating across bubbles kept to minimum. Registers of interventions kept in order to ensure correct families can be notified in the event of a positive COVID 19 test. Children in interventions to remain the same - no changing</i></p> <p><i>Designated First Aiders:</i> <i>S Dobson, M Lount, A Sheppard - EYFS</i> <i>C Clements - KS1 - medical room</i> <i>B Hughes, S Ryan - KS2</i></p> <p><i>We have 2 Paediatric First aiders</i> <i>C Clements and S Dobson</i></p> <p><i>Site we would need to source suitable cover</i></p> <p><i>Safeguarding - we have 2 further members of staff being trained in September for their Level 3 safeguarding.</i></p> <p><i>Office staff we have sufficient cover</i></p> | <p><i>20/05/20</i> <i>L Strong</i> <i>LGB</i></p> <p><i>01/09/2020</i> <i>Teachers</i></p> <p><i>01/09/2020</i> <i>B Hughes</i></p> | 5 | 2 | 10 |
| | Approach to staff absence reporting and recording in place. All staff aware. | Staff and pupils | <i>Reporting and recording has changed in light of COVID 19</i> | 4 | 3 | 12 | <p><i>Updated processes in place and shared with staff.</i></p> <p><i>To create a COVID 19 code for SIMS to record if a member of staff is self-isolating or if they are self-isolating due to a family members (so we can monitor absence)</i></p> | <p><i>08/06/2020</i> <i>B Hughes</i> <i>Admin Team</i></p> <p><i>05/06/2020</i></p> | 4 | 1 | 4 | |
| | Arrangements for staff who are working from | Staff and pupils | | 2 | 2 | 4 | <p><i>Come September we are expecting all members of staff to be returning back to normal duties but if anything changes arrangements already in</i></p> | <p><i>01/09/2020</i> <i>C Tucker</i> <i>L Strong</i></p> | 1 | | | |

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| | <p>home are in place (including those shielded, clinically vulnerable and/or living with someone in these groups). Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.</p> | | | | | | <p><i>place where calls/video calls are made to make sure that the staff are okay.</i></p> <p><i>Information and updates via Band media platform</i></p> <p><i>Google drive with regards to the expectations</i></p> | <p><i>W Murray</i></p> | <p><i>2</i></p> | | <p><i>2</i></p> |
| | <p>Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis</p> | <p>Staff and pupils</p> | <p><i>Reduce staff capacity due to sickness</i></p> | <p><i>5</i></p> | <p><i>4</i></p> | <p><i>20</i></p> | <p><i>All staff will be expected to return to work in September</i></p> <p><i>Should staff sickness make it unsafe to open a partial or full school closure will be implemented.</i></p> <p><i>HT has 0.5 day teaching commitment in Sept</i></p> <p><i>DHT has 1.5 days teaching commitment in September</i></p> <p><i>Should DSL become ill the DDSL will be available? DSL available online and offsite -</i></p> | <p><i>01/09/2020</i></p> <p><i>C Tucker</i></p> <p><i>L Strong</i></p> <p><i>B Hughes</i></p> <p><i>C Simms</i></p> | <p><i>5</i></p> | <p><i>2</i></p> | <p><i>10</i></p> |

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| | to minimise contacts. | | | | | | | | | | |
| | Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable (e.g. no ties). | Staff | <i>Code of conduct is in place</i> | 3 | 2 | 6 | <i>Ensure staff are aware of expectations. Clothing to be fresh daily. Clothing to be simple i.e. no ties, frills or overly loose/trailing items of clothing to be worn</i> | 11/06/2020 <i>C Tucker – reopening plan</i> | 3 | 1 | 3 |
| | Approaches for meetings and staff training in place. | Staff | <i>Face to face meetings would mix staff from different groups Face to face meetings would exclude those working from home</i> | 3 | 2 | 6 | <i>Briefings will be held daily at 8:10am in the hall observing social distancing. Any necessary meetings will be held by zoom.</i> | 01/09/2020 <i>C Tucker L Strong</i> | 3 | 1 | 3 |
| | Consideration given to the options for redeployment of staff to support the effective working of the school. If redeployment is taking place | Staff | <i>There are not enough teachers in school to lead all the groups.</i> | 3 | 2 | 6 | <i>TAs expected to support PPA provision from September</i> | 01/09/2020 <i>C Tucker L Strong</i> | 3 | 1 | 3 |

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| | staff are aware of controls and processes in respect of tasks they are unfamiliar with. | | | | | | | | | | |
| | Approach to support wellbeing, mental health and resilience in place, including bereavement support How staff are supported to follow this within their own situations and that of pupils and colleagues is clear. | Staff | | 3 | 2 | 6 | <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><i>The Bereavement Protocol has been reviewed to ensure it reflects current circumstances and arrangements.</i></p> <p><i>Mental Health First Aid resources to be redistributed.</i></p> <p><i>Staff will have access to supporting documents</i></p> <ul style="list-style-type: none"> • <i>Working with worries visual support guides</i> • <i>Helping children manage in unsettling times</i> • <i>Critical incident Guidance for staff</i> | 01/06/2020 C Hayward C Tucker | 3 | 1 | 3 |
| | Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance. | Staff | <i>Testing is new for all staff</i> | 2 | 2 | 4 | <p><i>Staff have been informed of how to access the testing and reporting process linked to this has been made clear to all staff.</i></p> <p><i>Staff will need to provide evidence that they have tested negative.</i></p> | 23/04/2020 C Tucker | 2 | 1 | 2 |
| | The approach for inducting new starters has | Staff and Pupils | | 3 | 3 | 9 | <i>No new starters till the Autumn term. When they do start Head teacher/SLT to make sure they are fully aware of all plans and procedures.</i> | 01/09/2020 Admin Team A Hill | 1 | 1 | 1 |

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| | been reviewed and updated in line with the current situation. | | | | | | <i>Webinars for all prospective starters - including all teachers and transition resources available via digital medium.</i> | <i>C Tucker From late June - July.</i> | | | |
| | Return to school procedures are clear for all staff. | Staff | | | | | <i>Share all the necessary paperwork with all staff prior to the school reopening.</i> <i>CT to hold webinars on new guidance on 17/7/2020</i> <i>Making sure all staff have clear expectations and arrangements in place.</i> <i>All teachers will have access to the classrooms over the summer holidays if needed when the school is open if they want to set up their classrooms for the new term.</i> | <i>01/06/2020 C Tucker</i> <i>17/07/2020</i> | | | |
| | Arrangements to return any furloughed staff in place. | Staff | | | | | <i>This does not currently apply to any of our staff.</i> | <i>Pending B Hughes C Tucker HR & Finance</i> | | | |
| | Any staff contracts that need to be issued, extended or amended considering the current situation have been. | Staff | | | | | <i>One contract has been extended till the end of December 2020 and the other contract was not extended.</i> | <i>17/07/2020 B Hughes</i> | | | |
| | Any HR processes that were in-train prior to or put on hold due to | Staff | | | | | <i>Ensure that there is close communication with HR/Solicitors should any processes need to be started, continued, or resolved or any advice needed.</i> | <i>08/06/2020 B Hughes</i> | | | |

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| | the COVID19 emergency, have been appropriately resolved. | | | | | | <i>Make sure all policies are up to date and followed as per the guidance.</i> | | | | |
| | Arrangements in place for any visitors/ contractors on site, protocols and expectations shared. NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor. | Staff and Pupils | <i>Work Nature may mean additional protocols have to be in place at this time.</i> | 4 | 3 | 12 | <i>Check with the contractor any specific requirements their employer has specified before visit.</i> <i>All contractors to sign the C-19 self-declaration form 48 hours prior to them visiting the site</i> <i>Lanyards will be issued but will once returned those ones will be taken out of circulation for 72 hours.</i> <i>Their employer may require them to wear PPE</i> <i>Share school protocols.</i> | 08/06/2020 L Hughes B Hughes 17/07/2020 L Hughes B Hughes | 4 | 1 | 4 |
| | 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. | Staff and Pupils | <i>Not enough staff to cover PPA cover or Management time.</i> <i>Unable to guarantee safety as external agencies attend other sites spreading the virus.</i> | 5 | 3 | 15 | <i>CP Soccer to return to work as new guidance allows staff to work across groups will be at the school to deliver PE in the afternoon - will strive to ensure this is the same person and not different people every day. Self-declaration form signed at beginning of each week.</i> <i>Miss Dearing will be coming in from September to deliver drama classes in the afternoon to Year 4, 5 and Year 6. Self-Declaration form to be signed at the beginning of each week.</i> <i>All extra-curricular activities and after school clubs have been cancelled but this will be reviewed towards the end to reviewed towards October half term to see if we can arrange a</i> | 01/09/2020 C Tucker B Hughes 01/09/2020 C Tucker 18/10/2020 C Tucker B Hughes | 3 | 3 | 9 |

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| | | | | | | | <i>phase return. Separate Risk Assessment will be put in place once a decision has been made.</i> | | | | |
| Group Sizes | Class groups have been determined on the basis of small, consistent groups of CYP, that can remain separate from other people and groups. | Staff and Pupils | | 4 | 3 | 12 | <p><i>Class groups are returning back to normal capacity.</i></p> <p><i>We will be operating small interventions across the school but these will be kept to a minimum and will always be the same children that attend - No new children will be added if new to the school.</i></p> <p><i>Interventions will happen across the school in Spare Classrooms, The Hub and Pods by TA's and other staff. A separate Risk Assessment has been done to cover these groups.</i></p> <p><i>Playtime the classes will be in separate areas</i></p> <p><i>Rascals In House Breakfast and After school Club) – A separate risk assessment will be done for Rascals when up and running as of the W/C 14.09.2020 but wanted to mention on this one. We will be offering 3 sessions breakfast, early afternoon without a snack till 4.30pm and a late afternoon including a snack till 6.00pm. In order be too able to offer this service we are asking parents to block book for the week so we have a consistent bubble of 15 children. Cleaning will be done in the morning by one of the Rascal staff.</i></p> | 01/09/2020 | 4 | 1 | 4 |
| | Vulnerable and critical worker group sizes determined. NB: with peers where possible. | Pupils | <i>Establish those accessing the support</i> | 4 | 3 | 12 | <i>Identify a list of children who fall under this group. Contact is made on a weekly basis making sure that they have access to all support and online learning. This will continue when opened by our Welfare Officer.</i> | 20/03/2020 L Strong C Tucker | 4 | 2 | 8 |

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| | | | | | | | Conversations with vulnerable pupils to continue using Hub support | 01/09/2020 | | | |
| | Staffing allocations to groups determined, including consistency and any solutions to insufficient staffing numbers. | Staff | | 4 | 4 | 16 | In the event of teacher sickness, TA will take the class where appropriate to avoid the use of supply agencies - where this is not possible DHT or HT will cover. We have CP Soccer that will come in the afternoon to deliver PE lessons to each year group, this will be the same member of staff. | 01/09/2020 TAs L Strong C Tucker | 4 | 1 | 4 |

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| <p style="text-align: center;">Social Distancing</p> | <p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> Staggered school drop off/pick up times and locations (if possible) 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 | <p>Staff and Pupils</p> | <p><i>Bottle neck at the start and end of the school day</i></p> <p><i>Limited thoroughfares in school</i></p> <p><i>Classrooms contain a lot of furniture</i></p> <p><i>Mixing groups at break and lunchtimes</i></p> <p><i>Shared toilet facilities</i></p> | <p>5</p> | <p>3</p> | <p>15</p> | <p><i>Staggered break and lunch times will remain:</i></p> <p>Breaks <i>KS1 - 10.00-10.20 (KS1 PG - Split)</i> <i>LKS2 - 10.20 - 10.40 (Y3 MPG, Y4 ½ MUGA)</i> <i>UKS2 - 10.20 - 10.40 (Y5 ½ MUGA, Y6 PG - Split)</i></p> <p>Lunches <i>11.30 - 13.20 for the whole school but will be staggered when the children will eat, play and when the staff will clean.</i></p> <p><i>To avoid queues at the toilets children can go when they need throughout the day.</i></p> <p><i>Separate toilets allocated to each section on the building to avoid pinch point.</i></p> <p><i>Lunch time KS1 boys to use year 2 toilets and girls to use year 1 toilets</i></p> <p><i>Lunch time Years 3 and 6 use the year 3 toilets and Years 4 and 5 use KS2 new build toilets.</i></p> <p><i>Limited movement around the school throughout the day</i></p> <p><i>Multiple staff rooms are located around the school to avoid movement and minimise transmission.</i> <i>Main staff room - KS2 – Year 3 and Year 6</i> <i>Diamond classroom - EYFS & KS1 (Y1 and Y2)</i> <i>Site Managers Office - Kitchen, Site and Cleaners Hub Room – Year 4 and Year 5</i> <i>A sign will put on each staff room to advise staff of maximum number of people allowed in the room at one given time to allow for social distancing.</i></p> <p><i>Staff encouraged to take PPA at home due to minimising transmissions through keyboards etc. and small planning spaces.</i></p> | <p><i>01/06/2020</i> <i>L Hughes</i> <i>B Hughes</i> <i>C Tucker</i> <i>L Strong</i></p> <p><i>01/09/20</i> <i>B Hughes</i></p> | <p>5</p> | <p>2</p> | <p>10</p> |
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| | | | | | | | <p><i>First aid points around the school to avoid movement (EYFS, KS1, and KS2 & Office) - These are checked and monitored weekly.</i></p> <p><i>Removal of all surplus furniture from classrooms wherever possible and store it in a spare classroom and Pods.</i></p> | | | |
| Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible. | Parents and pupils | <p><i>Many Parents travel by car or walk</i></p> <p><i>Some pupil via taxi via the schools account</i></p> | 5 | 2 | 10 | <p><i>Parents will be encouraged to walk or cycle to school where possible, following Government guidelines.</i></p> <p><i>Contact with the taxi company to discuss risk assessment for one child coming to school in a taxi</i></p> | <p><i>01/06/2020</i> <i>C Tucker</i></p> <p><i>D Perry</i> <i>by 17/7/20</i></p> | 5 | 1 | 5 |
| Approach to avoiding children and young people entering school congregating and breaching social distancing is in place. | Parents and pupils | | 5 | 3 | 15 | <p><i>To reduce congregating all classes will enter via existing soft start protocols.</i></p> <p><i>Nursery via their entrance and Reception and Y1 entry via the KS1 playground. These groups are to arrive for a 08:20 start.</i></p> <p><i>Year 3 and year 4 will enter their classroom via the middle playground, they will arrive on site for an 8.30am start.</i></p> <p><i>Year 5 will enter their classroom from the KS2 playground entering via the door nearest to the</i></p> | <p><i>08/06/2020</i> <i>15/06/2020</i></p> <p><i>C Tucker</i></p> | 5 | 2 | 10 |

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| | | | | | | <p>field (this will be sign posted for parents come September)</p> <p>Year 6 will enter via different doors, Churchill under the bridge Y3 door and up the stairs & Curie in via the door adjacent to Darwin and via the stairs in the foyer. They are to arrive for an 8.30am start. Children in Darwin class not to enter the corridor until year 6 in top corridor to avoid too many people in bottom corridor.</p> <p>Staggered start time for each year group this will limit the amount of people on site.</p> <p>To reduce crowding on leaving EYFS finish at 14.50pm KS1 finish at 14.50pm LKS2 finish at 3:00pm UKS2 finish at 3.10pm</p> <p>Key members of staff will be deployed to ensure that social distancing will be maintained on the playground. (CT front gate, LS back gate, CH KS1 playground)</p> | 01/09/2020 | | | |
| Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches. | Staff and Pupils | Individuals with specific needs may need additional support | 5 | 3 | 15 | <p>Handwashing and cleaning (if needed)</p> <p>Conversations with parents</p> <p>Risks assessments and individualised approach in place for students who might struggle to follow expectations</p> <p>CH completed risk assessment for one child deemed a potential risk</p> | 08/06/2020 C Hayward | 5 | 1 | 5 |
| Approach to assemblies – if still occurring, | Staff and Pupils | Whole school assemblies pose risk | 3 | 2 | 6 | <p>SEMH and PSHE themes need to be communicated to pupils in three tranches Infant School</p> | 05/06/2020 C Tucker | 3 | 1 | 3 |

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| | plan in place to manage social distancing. | | | | | | Lower School Upper School | | | | | | |
| | | | | | | | Class assemblies to be filmed and posted online - need to renew permissions for online presence - will include in new home school agreement for all parents | 01/09/2020 | | | | | |
| | Social distancing plans communicated with parents, including approach to breaches. | Staff and Pupils | Parents insist on pupils wearing PPE or not social distancing. | | | 5 | 3 | 15 | Shared in communication prior to returning to school. Re-opening plan has explicit statements on PPE and breaches. Home school agreement to be signed by parents via google forms by the time school reopens. | 01/06/2020 C Tucker | | | |
| | | | | | | | | | 30/09/2020 L Strong Admin Team | 5 | 1 | 5 | |
| | Arrangements in place for the use of the playground, including equipment. NB: outdoor equipment should not be used unless it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. | Staff and Pupils | Re: outdoor equipment cannot be used as not sufficient time or staff to clean in between use. Shared Playground equipment and toys | | | 5 | 3 | 15 | Outdoor playground equipment to remain taped off so children are unable to go onto the equipment. The Sand pit in the EYFS to remain covered to prevent the children playing in it. <u>Breaks</u> KS1 - 10.00-10.20 (KS1 PG - Split) LKS2 - 10.20 - 10.40 (Y3 MPG, Y4 ½ MUGA) UKS2 - 10.20 - 10.40 (Y5 ½ MUGA, Y6 PG - Split) | 01/09/2020 L Hughes | | | |
| | | | | | | | | | 01/09/2020 S McGee 01/09/2020 SLT | 5 | 1 | 5 | |

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| Catering | Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals. | Staff and Pupils | <i>The kitchen not serving hot meals</i> | 3 | 3 | 9 | <i>Packed lunches will continue to be offered and this will be reviewed in October with the view to introducing hot meals back on the menu.</i> <i>Redeployment of other members of staff to other areas to the school if needed.</i> | <i>01/09/2020</i> <i>K Kennedy</i> <i>B Hughes</i> <i>SLT</i> <i>08/06/2020</i> | 3 | 1 | 3 |
| | Arrangements for the continued provision of FSMs for children not attending school are in place. | Staff and Pupils | <i>Having staff available to continue to organise FSM for children not attending school.</i> | 3 | 2 | 6 | <i>FSM children will receive a packed lunch from school.</i> <i>SMSA will be needed to supervise lunchtime in classrooms - 15 classes - we will need to use all available staff to facilitate this.</i> | <i>01/09/2020</i> <i>K Kennedy</i> <i>B Hughes</i> <i>01/09/2020</i> <i>C Simms</i> <i>B Hughes</i> <i>L Strong</i> | 3 | 1 | 3 |
| | 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. | Pupils | <i>Does the school have the required spare available to social distance the children and stagger the breaks</i> | 3 | 2 | 6 | <i>Lunches 11.30 - 13.20 for the whole school but will be staggered for when the children will eat, play and when the staff will clean the classrooms.</i> <i>Lunches ordered from the kitchen will be delivered to the classrooms for the SMSA to distribute out to children.</i> | <i>01/06/2020</i> <i>L Strong</i> <i>C Simms</i> <i>B Hughes</i> | 3 | 1 | 3 |

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| | Arrangements for food deliveries in place | Staff | <i>Deliveries into the kitchen cross contamination as deliveries to other sites.</i> | 5 | 3 | 15 | Deliveries will now be dropped off at the doorstep and staff will carry into the kitchen. | <i>01/06/2020 L Hughes K Kennedy</i> | 5 | 1 | 5 |

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| PPE | PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place. | Staff and Pupils | <p><i>Being able to source adequate supplies</i></p> | 4 | 3 | 12 | <p>PPE for first aid purposes will be available - First aid hotspots around to avoid movement around the school.</p> <p>PPE will be provided for cleaning staff.</p> <p>PPE will be provided for the catering team.</p> <p>PPE will be provided for members of staff and pupils who show coronavirus symptoms.</p> <p>Staff have been provided with video training on the donning and doffing of PPE. Furthermore checklists have been provided to staff to ensure that the procedure is correctly executed.</p> <p>Refresher training for staff members - play video on INSET Day in September Risk assessment training for key staff members</p> | <p>01/06/2020 L Hughes B Hughes C Clements K Kennedy</p> <p>02/09/2020 B Hughes C Clements</p> | 4 | 2 | 8 |
| Response to suspected/ confirmed case of COVID19 in school | <p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> Which staff member/s should be informed/ take action Area established to be used if an individual is displaying symptoms during the school day | <ul style="list-style-type: none"> Staff and Pupils | <p><i>Ensuring policies and process are in line with Government guidelines/DfE and LA guidelines</i></p> <p><i>Out of hours notification of positive C-19 test.</i></p> | 4 | 3 | 12 | <p>Making sure that Parents are aware of the guidelines if their child displays symptoms and is tested positive of coronavirus</p> <p>Making sure staff are aware of the guidelines prior to reopening should an individual display symptoms.</p> <p>The school does not monitor emails outside of normal working hours. Staff and parents will be notified of a positive C-19 result at the earliest opportunity, or the next working day. Our approach will be in addition to the government's Track & Trace system.</p> | <p>17/07/2020 B Hughes C Tucker Governing Body</p> | 4 | 2 | 8 |

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| | <ul style="list-style-type: none"> and needs to be isolated Cleaning procedure in place • Arrangements for informing parent community in place • | | | | | | | | | | |
| | <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 | <ul style="list-style-type: none"> • Staff and Pupils | <p><i>Ensuring policies and process and in line with Government guidelines/DfE and LA guidelines</i></p> | 4 | 3 | 12 | <p>Making sure that Parents are aware of the guidelines if their child displays symptoms</p> <p>Making sure staff are aware of the guidelines prior to reopening.</p> | <p>05/06/2020</p> <p>C Tucker</p> | 4 | 2 | 8 |

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| Pupil Re-orientation <i>to school after a period of closure/ being at home</i> | Approach and expectations around school uniform determined and communicated with parents. | Staff and Pupils | <i>Some children will not have enough uniforms for them to wear fresh everyday. The school needs to ensure that the clothes are clean and washed regularly.</i> | 3 | 3 | 9 | Non uniform to be worn this is to be reviewed in October 2020 by SLT and Governing Body. Fresh clothes daily Parents informed | 01/09/2020 C Tucker | 3 | 2 | 6 |
| | Changes to the school day/timetables shared with parents. | Staff and Pupils | <i>Bottle necks need to be avoided.</i> | 4 | 3 | 12 | Staggered start time and end times Nursery am 8:30 - 11:30 Nursery Pm 12:20 - 3:20 Reception - 08:20 - 14:50 Key Stage1 - 08:20 - 14:50 Lower Key stage 2 - (Y3/4) - 8:30 - 15:00 Upper Key stage 3 - (Y5/6) - 8:30 - 15:10 Inform Parents via Newsletter, Facebook, twitter and website. Making sure that the parents register their accounts to ParentPay | 01/09/2020 L Strong 01/09/2020 Admin Team | 4 | 1 | 4 |
| | All students are instructed to bring a water bottle each day. Water fountains not in use or strict social distancing and cleaning arrangements in place. | Pupils | <i>Water fountains not in use due to not be able to clean after every use and cross contamination</i> | 3 | 3 | 9 | All water fountains around the school have been taped off. Inform parent's children are required to bring in a water bottle which must be cleaned daily and named clearly. | 21/05/2020 L Hughes 17/07/2020 C Tucker | 3 | 1 | 3 |
| | Approach to supporting wellbeing, mental health and resilience, including bereavement | Staff and Pupils | | 3 | 3 | 9 | We will focus on emotional wellbeing, re-establishing routines, learning behaviour and relationships. | 08/06/2020 S Lansiquot C Hayward K Avery | 3 | 1 | 3 |

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| | support is in place. | | | | | | | | | | |
| | <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 | <ul style="list-style-type: none"> Families and Pupils | <p><i>Changing circumstances will impact on pupils and families</i></p> | 4 | 2 | 8 | <p>Support for families as required to complete FSM eligibility checker, or to access other services. Consider any changes necessary to use the PPG in order to support families.</p> | <p>20/05/2020</p> <p><i>C Tucker</i></p> <p><i>C Hayward</i></p> <p><i>K Avery</i></p> | 4 | 1 | 4 |

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| Partial Re-opening | All students have access to technology and remote learning offers. Blended approach between physical and remote learning developed, including support for those CYP who are shielding/ clinically vulnerable. | Pupils | <i>Offer is already in place as has been since the school closed.</i> | 4 | 2 | 8 | Online home learning has been in place since the 20/03/2020 and is continuing as it has been. This learning is the same for those who are shielding or are clinically vulnerable. | <i>20/03/2020 Phase Leaders Class Teachers</i> | 4 | 1 | 4 |
| | Intelligence around critical worker parents – numbers intending to take up provision is known. | Parents | <i>Increased numbers of critical worker children – means fewer children in eligible year groups can return</i> | 3 | 2 | 6 | Survey parents to find out who is intending to take up the provision for critical workers. Ensure that we have a contingency plan should numbers increase. | <i>08/06/2020 D Perry A Hill C Tucker</i> | 3 | 1 | 3 |
| Transition into new Year group <i>will need to be different this year because of COVID19?</i> | Online/ website support for families and young people around transition. | Pupils | <i>In school transition arrangements and days cannot take place</i> | 4 | 3 | 12 | Ensure parents are informed of the transition arrangements as early as possible Online resources tied closely to the curriculum - consider approaches for children who are clinically vulnerable zooming into lessons | <i>30/06/2020 W Murray Teachers</i> | 4 | 1 | 4 |
| | Plan for transitions between school years taking into account what needs to be different due to | Pupils | <i>Transition for Nursery, Reception</i> | 4 | 2 | 8 | Welcome meetings to take place for Reception children over Zoom by S McGee All other year groups have had phone calls or videos sent home to introduce them to their new teacher | <i>S McGee</i> | 4 | 1 | 4 |

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| | <p>partial opening, remote and face to face:</p> <ul style="list-style-type: none">● EY to Primary● Primary to Secondary● Vulnerable children Children with SEND● Physical and sensory needs, including adaptations , equipment etc (lead in times)● Post 16● School Leavers | | | | | | | | | | |
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| Safeguarding | Individual CYP's risk assessments are in place and welfare checks being undertaken. | Pupils | <i>Re-opening arrangements not reflected in risk assessment.</i> | 4 | 4 | 16 | <i>Review risk assessments for children to ensure they reflect any changes due to reopening arrangements for eligible year groups</i> <i>Welfare Checks will be made on a weekly basis by our Welfare Officer.</i> <i>SENCO to create an up to date list including CiN, CP, SEND (EHCP & SEMH), TLC board. A Spreadsheet will be created to record conversations with weekly tabs and will also be recorded onto CPOMS.</i> | <i>08/06/2020</i> <i>C Hayward</i> | 4 | 1 | 4 |
| | Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures. | Staff Pupils | <i>Wellbeing of pupils has been impacted by this period</i> | 4 | 3 | 12 | <i>Staff refresher training session on processes and procedures and the revised wellbeing material. Making sure that staff vigilance is heightened.</i> | <i>08/06/2020</i> <i>C Tucker</i> <i>DSL Team</i> | 4 | 1 | 4 |
| | Updated Child Protection Policy in place. | Pupils | <i>Child Protection policy not updated to reflect COVID-19</i> | 3 | 3 | 9 | <i>Adopted Temporary <u>COVID19 Child Protection Policy</u> which is available on the school website.</i> | <i>08/06/2020</i> <i>C Hayward</i> | 3 | 1 | 3 |
| | Work with other agencies has been | Pupils | <i>Other agencies have been inundated with referrals leading to longer waiting</i> | 3 | 2 | 6 | <i>Making sure that we have regular contact with counsellors/social workers and school nursing team as required</i> | <i>08/06/2020</i> <i>DSL Team</i> | 3 | 1 | 3 |

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| | undertaken to support vulnerable CYP and families. | | <i>times</i> | | | | | | | | |
| | Consideration given to the safe use of physical contact in context of managing behaviour. | Staff and Pupils | <i>Physical contact should only be used when there is immediate risk of harm</i> | 4 | 4 | 16 | <i>Review individual consistent management plans to ensure they include protective measures.</i> | <i>08/06/2020 C Hayward DSL</i> | 4 | 2 | 8 |
| Curriculum / learning environment | Current learning plans, revised expectations and required adjustments have been considered. | Staff and pupils | <i>Curriculum maps need to meet the current needs of the children</i> | 3 | 3 | 9 | Recovery curriculum in place and shared with staff and parents via website. Recovery curriculum is detailed in School's Strategic Plan. Pixel Transition units to be introduced in September for core skills | <i>05/06/2020 Teachers</i> | 3 | 1 | 3 |
| | Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place? Each activity should be risk assessed and should not be run unless the risks can be mitigated ● PE ● Practical | Staff and Pupils | <i>Some lessons cannot be taught whilst the current guidance is in place, particular around the sharing of resources .</i> | 4 | 3 | 12 | Recovery Curriculum in place PE lessons must practice social distancing, they will have specific risk assessment and will not involve equipment. Each year group will have a specific 'sport' and equipment assigned to them for the half term - this will minimise sharing of equipment and allow time for equipment to be cleaned Teachers' learning space 2m from the nearest pupil. Long observation and direct instruction to be default teaching style. | <i>08/06/2020 B Hughes Teachers need to be responsive to the tasks around them. 01/09/2020 L Strong</i> | 4 | 2 | 8 |

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| | <p>science lessons</p> <ul style="list-style-type: none"> • DT/ FT | | | | | | | | | | |
| | <p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> • Wellbeing curriculum • recognising 'non-curriculum' learning that has been done • capturing pupil achievements/ outcomes | Staff | | 3 | 3 | 9 | <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>Further guidance on effective teaching and learning whilst maintaining distance to be given in September - maintain Kagan and Orca protocols</i></p> | <p>08/06/2020</p> <p>SLT ELT Teacher</p> <p>L Strong</p> | 3 | 1 | 3 |
| | <p>Student behaviour policy reviewed and amended where necessary in line with the current circumstances.</p> | Staff and Pupils | | 3 | 3 | 9 | <p><i>When attending school, pupils must follow the rules and expectations. This will help maintain the health and wellbeing of everyone in our school and wider community.</i></p> <p><i>This will also be outlined in the home school agreement Put on new home school form</i></p> | <p>08/06/2020</p> <p>C Tucker – Behaviour Expectations in reopening plan.</p> | 3 | 1 | 3 |

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| CYP with SEND | Approach to provision of the elements of the EHCP including health/therapies . | Pupils | <i>That the children do not have access to all available services</i> | 3 | 3 | 9 | <i>The support pupils received from external services during the partial closure, such as speech and language, occupational therapy and educational psychologists will be established. SENCO will be responsible for ensuring this support is continued and that any other in-school support is restarted when it is available and safe to do so.</i> | <i>08/06/2020 C Hayward</i> | 3 | 1 | 3 |
| | Annual reviews. | Pupils | <i>Making sure we have time to complete the Annual review since partial closure period</i> | 3 | 3 | 9 | <i>The school has continued to conduct annual reviews of EHCP during the partial closure period. To main social distancing whilst reviews measures reviews will be held virtually Parents will be engaged to ensure the school can fully understand pupils experiences SENCO will be given extra time and support to manage any backlog of reviews as required.</i> | <i>26/06/2020 C Hayward</i> | 3 | 1 | 3 |
| | Requests for assessment. | Pupils | <i>Takes longer than the 20 weeks period</i> | 3 | 3 | 9 | <i>These will be done virtually with all outside agencies involved (OT, SALT and the LA) Parents will be engaged virtually so their views are taken into account These have continued during the partial closure period</i> | <i>Ongoing C Hayward</i> | 3 | 1 | 3 |

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| Attendance | Approach to supporting attendance for prioritised year groups determined. | Pupils | <i>In school meetings cannot be held, some pupils will not attend due to parent partial reopening and vulnerabilities of themselves/ family members or just the parents having concerns about children return back to school with COVID19 still around</i> | 3 | 3 | 9 | <i>Clear information providing details of the reopening Contact made with the Local Authority and the Participation Team with regards to their position on attendance. Supporting families with their discussions but making sure that we remind families that it remains a safe place to continue learning.</i> | <i>Ongoing D Perry C Tucker</i> | 3 | 1 | 3 |
| | Approach to support for parents where rates of persistent absence were high before closure. | Pupils | <i>Unable to get parents in to have meetings</i> | 4 | 2 | 8 | <i>Individual conversations are in place over the phone or via zoom with parents. Identify the reasons and how we can support the family School will continue to follow attendance policy and keep up to date on government guidance.</i> | <i>19/06/2020 D Perry</i> | 4 | 1 | 4 |

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| Communication | Information shared with staff around the re-opening plan, returning to site, amendments to usual working patterns/practices and groups. | Staff | <i>Making sure all staff are singing from the same song sheet</i> | 4 | 3 | 12 | <i>All plans are shared with staff via online staff meeting</i> <i>Band social media platform for staff - new groups will be set up to reflect new rota.</i> <i>Ensure conversations have taken place if staff need to be deployed to different areas.</i> <i>Q&A sessions for staff have been arranged with the Head teacher to arrange the Interim Strategic plan for reopening.</i> | 08/06/2020 C Tucker | 4 | 1 | 4 |
| | Reopening plans shared with governors. | Governors | <i>Face to face meetings can not take place</i> | 3 | 3 | 9 | <i>Virtual meetings to take place when required.</i> <i>Share plans and risk assessment with governors</i> <i>Weekly meetings with the GB C-19 Working Party.</i> | 28/06/2020 C Tucker | 3 | 1 | 3 |
| | Communications with parents: <ul style="list-style-type: none"> Plan for partial re-opening Social distancing plan Wellbeing/pastoral support/support and acknowledgment to parents of home learning | Parents | <i>Not all parents have registered to ParentPay or looking at the school website</i> | 4 | 3 | 12 | <i>Making sure that all necessary plans with parents via the website.</i> <i>Making sure all plans are emailed. If possible text parents where appropriate.</i> Home School Agreement <i>Making sure parents have registered their accounts to Parentpay</i> | Ongoing C Tucker SLT ELT Teacher 01/09/2020 Admin Team | 4 | 1 | 4 |

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| | <p>Pupil communications around:</p> <ul style="list-style-type: none"> • Changes to timetable • Social distancing arrangements • Staggered start times • Expectations when in school and at home • Travelling to and from school safely • | Pupils | <p><i>Some parents may not have spoken to their children prior to attending school</i></p> | 5 | 3 | 15 | <p><i>Ask parents to share this information with children prior to attendance</i></p> <p><i>On the first day explain to the children how things will be different. Allocate time to work through this.</i></p> <p><i>Home School Agreement</i></p> | <p><i>08/06/2020</i> <i>C Tucker</i> <i>C Hayward</i></p> | 5 | 1 | 5 |
| | <p>On-going regular communication plans determined to ensure parents are kept well-informed</p> | Parents | <p><i>Some parents might not get the information that we send out</i></p> | 5 | 3 | 15 | <p><i>Letters, website updates, social media and newsletters</i></p> <p><i>Making sure that the divorced and separated parents list is update so all parents are informed</i></p> | <p><i>Ongoing</i> <i>C Tucker</i> <i>Admin team</i></p> | 5 | 1 | 5 |

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| Governors/ Governance | Meetings and decisions that need to be taken prioritised. | Staff | <i>Be aware of staff workload</i> | 4 | 3 | 12 | <i>Virtual governing body meetings as necessary whilst ensuring workload of staff is not compromised.</i> <i>Discuss which meetings need to take place prior to the end of the academic year.</i> | <i>Ongoing C Tucker</i> | 4 | 1 | 4 |
| | Governors are clear on their role in the planning and re-opening of the school, including support to leaders. Approach to communication between Leaders and governors is clear and understood. | Governors Staff | <i>Be aware of staff workload</i> | 4 | 3 | 12 | <i>Regular meeting with the Head teacher and the Chair of Governor.</i> <i>Information related to the other Governors as necessary.</i> <i>Virtual meetings as and when necessary</i> | <i>Ongoing C Tucker</i> | 4 | 1 | 4 |
| | Certain aspects of governance are on-hold in order to deal with the immediate situation, these are agreed and clear with all governors and | Governors Staff | <i>Be aware of staff workload</i> | 4 | 3 | 12 | <i>Guidance taken from NGA ,The Key and The board of Trustee</i> | <i>Ongoing C Tucker</i> | 4 | 1 | 4 |

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| | there is a plan for then these will be reviewed and potentially reinstated. | | | | | | | | | | |
| 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. | Staff, parents and pupils | <i>There could be a financial loss due to the trips being cancelled</i> | 4 | 4 | 16 | <i>Discussion with the Finance team and Insurance Company.</i> <i>No overnight residential are currently planned for the academic year 2020-2021.</i> <i>Trips to be reviewed throughout the year but currently remain restricted.</i> | 17/07/2020 01/09/2020 | 4 | 2 | 8 |
| | Additional costs incurred due to COVID19 are understood and clearly documented. | School budget | <i>Additional costs have been incurred not accounted</i> | 4 | 3 | 12 | <i>Keeping a log of additional costs that have incurred due to additional stock.</i> <i>Making sure that the Finance Manager reads and understands guidance.</i> | <i>Ongoing Finance Team</i> | 4 | 1 | 4 |
| Finance | Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM | School budget | <i>Impact on budget until Finance set budget for coming year</i> | 4 | 3 | 12 | <i>Meetings with the Finance Manager to make sure that claims are submitted.</i> | <i>In line with guidance</i> <i>Finance Team</i> <i>C Tucker</i> <i>B Hughes</i> | 4 | 1 | 4 |
| | Any loss of income | School budget | <i>Impact of the wider budget</i> | 4 | 4 | 16 | <i>known by the Head teacher, Finance Manager and resource committee</i> | <i>Ongoing</i> | 4 | 3 | 12 |

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| | understood, including the impact of lettings and the financial implications of possibly not restarting. | | | | | | <i>Running record of C-19 costs to be held by the admin team.</i> | <i>Finance Team C Tucker B Hughes</i> | | | |
| | Insurance claims, including visits/trips booked previously. | School Budget Parents | <i>Impact on budget until Finance set budget for coming year</i> | <i>5</i> | <i>3</i> | <i>15</i> | <i>Insurance claims managed by Finance Officer</i> | <i>10/07/2020 Finance Team C Tucker B Hughes</i> | <i>5</i> | <i>1</i> | <i>5</i> |
| | Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> ● Cleaning ● IT support ● Catering | Staff and pupils | <i>Ensuring all needs can be met to open school safely</i> | <i>4</i> | <i>3</i> | <i>12</i> | <i>Cleaning and Catering from In-house so we are staff and ready for when the school is to open. IT Support is from our sister school just to make sure that they are available if needed.</i> | <i>08/06/2020 L Hughes B Hughes C Tucker</i> | <i>4</i> | <i>1</i> | <i>4</i> |
| | Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc. | School Budget | | <i>4</i> | <i>3</i> | <i>12</i> | <i>we have not furlough any staff Support companies where we can and services rendered in due course</i> | <i>30/09/2020 VLT Trust.</i> | <i>4</i> | <i>2</i> | <i>8</i> |