

COVID19: Full Opening Risk Assessment and Action Plan

SCHOOL NAME: Jotmans Hall Primary School

OWNER: S.Warnes

DATE: 08.07.20 **Governing Body Approval:** 14.7.20

UPDATED: 1.10.20

Purpose of this document:

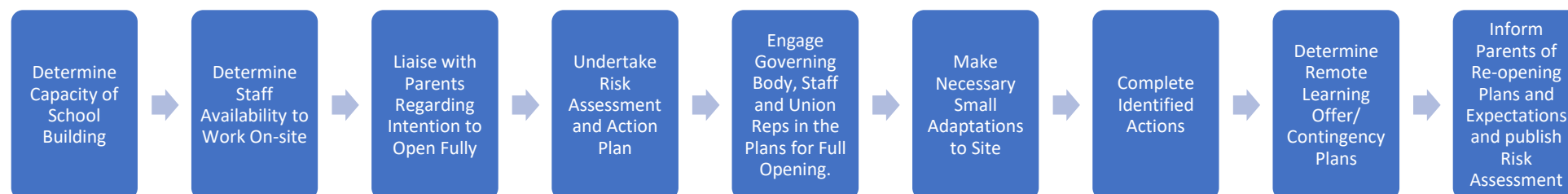
This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the full opening of the school and ensure the school continues to operate in a safe way.

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'

- **This is a working document and subject to change as the situation and advice regarding COVID-19 is updated.**

Steps of Full Opening Preparation:



Risk Assessment/ Action Plan Sections:

Engagement.....

Preparing Buildings and Facilities

Emergency Evacuations.....

Cleaning and waste disposal.....

Classrooms.....

Staffing.....

Group Sizes

Social Distancing.....

Transport

Catering.....

PPE

Response to suspected/ confirmed case of COVID19 in school

Pupil Re-orientation

Remote Education Contingency Plan.....

Transition *into new year group*.....

Safeguarding.....

Curriculum / learning environment.....

CYP with SEND

Attendance

Communication

Governors/ Governance.....

School events, including trips

Finance.....

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Engagement in Risk Assessment and Planning	Risk assessment process fully engages staff, governing body and union representatives.					
Preparing Buildings and Facilities	Premises and utilities have been health and safety checked and building is compliant. <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	Site Manager hours will be back to the full-time commitment	M	The usual duties apply along with the monitoring the enhanced cleaning regime.		L
		Site has remained open and all regular checks have continued.	L	Carry out a formal / recorded full pre-opening premises inspection.		L
		Food remains in the freezer	M	A reduced menu has been offered for the last few weeks of the Summer Term to use up some stock in the freezer.	17.07.20	L
			M	Kitchen Staff to carry out a deep clean and stock take over the summer break. Kitchen is back to full capacity. Checked by . Re-introduction of hot menu 21.9.20. Numbers	1.10.20	L

				remain low but are building. Hot'ober launched to increase numbers 1.10.20		
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.	M	<p>2-meter markers are present on floors.</p> <p>All gates in use for entrance & exit.</p> <p>Staggered start and finish times for bubbles</p> <p>Parents informed that only one adult only is allowed to drop off/collect their child.</p> <p>Drop off system was reviewed 7.9.20. All gates open at the same time to minimise congregating outside.</p> <p>Side gate by the nursery was closed to stop</p>	<p>0.3.09.20</p> <p>7.9.20</p> <p>28.9.20</p>	L

				congregating to the side of the school. Parents encouraged to spread out in the car park whilst it is shut.		
	Consideration given to premises lettings and approach in place.	<p>Hall cannot be let and reassembled with sufficient time for cleaning in between.</p> <p>Tree Tots Letting (Nursery) to reopen meaning additional people on site.</p>	<p>H</p> <p>H</p>	<p>Lettings risk assessment completed</p> <p>No lettings for the Autumn Term. To be reassessed for Spring Term</p> <p>Liaise with Tree Tots to ensure their drop off/collection times are staggered with ours. Inform Tree Tots that they cannot have access to our site for groups of children.</p> <p>Lettings reconsidered as restrictions now allow them. Specific risk assessments carried out for lettings. Decision taken to governing body (29.9.20) who agreed to allow lettings following completion of risk assessments. Due to start 7.10.20</p>	29.9.20	<p>L</p> <p>L</p>

	Consideration given to the arrangements for any deliveries.	Deliveries use the same gate as school children arriving and leaving	M	Deliveries not to take place during school drop off/collection times. Delivery companies informed or asked to wait. (to continue Sept 20) To continue – Oct 20	20.05.20	L
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></p> <p>Consideration given to PEEP – buddies are assigned or reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<p>Current evacuation routes use multiple exits,</p> <p>No individuals with mobility issues.</p>	<p>L</p> <p>L</p>	<p>Revised evacuation procedure and share with all staff and children. Each group to be allocated exit route and assembly point, adhering to social distancing rules.</p> <p>Staff protocol to be issued.</p> <p>Fire drill to be arranged for September 2020</p> <p>Fire Drill/Alarm procedure rewritten in light of COVID bubbles and wrap around care now located in the school hall.</p>	1.10.20	

				Fire Drill to be arranged following new procedures Oct 20		
Cleaning and waste disposal	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance .		M	<p>Enhanced cleaning schedule to be maintained 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 hand wash are to be checked and replaced as needed by cleaning staff</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p> <p>Checklists in each area/classroom to be signed on cleaning completion.</p> <p>Staff have been warned about the flammability of alcohol based hand gel.</p>	<p>Started 01.06.20</p> <p>Reviewed:13.07.20</p> <p>Reviewed:1.10.20</p>	L-M

	<p>Cleaning staff capacity is adequate to enable enhanced cleaning regime.</p>	<p>Not enough hours allocated for cleaning purposes</p>	H	<p>Cleaning staff hours have been increased to ensure capacity.</p> <p>Cleaning monitored regularly and reviewed regarding capacity.</p> <p>Staff absence is cover by additional hours/ site manager.</p> <p>All staff have some element of cleaning required of them. Staff protocol to be issued.</p>	<p>Started 01.06.20 Reviewed:13.07.20 Reviewed:1.10.20</p>	L-M
	<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	<p>Classrooms do not have cleaning equipment.</p> <p>Additional cleaning equipment needed in communal areas and offices.</p> <p>Lidded bins to be sourced.</p>	M	<p>Hand sanitiser available at the school entrance and around the school</p> <p>Lidded bins in all classrooms</p> <p>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</p>	<p>01.06.20 Reviewed:13.07.20 Reviewed:1.10.20</p>	L

				<p>Stock check and ordering schedule reviewed regularly.</p> <p>Staff protocol to be issued.</p>		
	Sufficient time is available for the enhanced cleaning regime to take place.	Staff are on-site and cleaning staff are unable to clean thoroughly	M	<p>All staff advised to leave the site by 6pm in order for cleaning to be undertaken.</p> <p>Staff protocol to be issued.</p>		L
	Waste disposal process in place for potentially contaminated waste.			<p>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours.</p> <p>Staff protocol to be issued.</p> <p>Waste collections made when the minimum number of persons are</p>		

				on site (i.e. after normal opening hours).		
	Process in place for safe removal and/or disposal of face masks.	Risk of contamination if not removed properly	H	PPE guidance issued to all staff Waste bags and containers - kept closed and stored separately from communal waste for 72 hours.	01.06.20 Reviewed:13.07.20 Reviewed:1.10.20	M-L
Classrooms	Classrooms have been re/arranged to allow as much space between individuals as practical.			Furniture to be removed and rearranged. Furniture allowed to be rearranged in bubbles to allow for collaborative working.	Started:18.05.20 Reviewed:13.07.20 Reviewed:1.10.20	
	Classroom entry and exit routes have been determined and appropriate signage in place.			Corridors to be cleared. One way system to be established where possible.	Started:18.05.20 Reviewed:13.07.20 Reviewed:1.10.20	

				Staff protocol to be issued.		
	<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>Soft toys, cushions and beanbags in classrooms not easily washable.</p> <p>Resources currently on display. Surfaces are unable to be cleaned.</p>	<p>H</p> <p>H</p>	<p>Resources to be stored and removed from classroom surfaces.</p> <p>Teachers to de-clutter the classrooms to allow for additional cleaning.</p>	<p>Started: 18.05.20</p> <p>Reviewed:13.07.20</p> <p>Reviewed:1.10.20</p>	<p>L</p> <p>L</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>No COVID19 information posters currently in place. Limited reminders/ awareness for children.</p>	<p>M</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> • Children taught about new procedures and expectations as part of their re-introduction to the school. 		<p>L</p>
	<p>Furniture arranged to minimise contact as much as possible e.g. Desks side by side, facing front, where age appropriate.</p>	<p>Square tables restrict children facing front.</p>	<p>H</p>	<p>Whole School furniture reviewed and where possible reallocated.</p>	<p>13.07.20</p> <p>Reviewed:1.10.20</p>	<p>M-L</p>

		Cost implications of replacing furniture		Excess furniture within classroom removed		
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 	All staff expected to work unless shielding or isolating.	H	<p>Staff audit re: those available to work on-site from 1st June was carried out. Assess those not able to work.</p> <p>Ensure any rotas include First Aiders and DSL.</p>	<p>Started: 18.05.20</p> <p>Reviewed:13.07.20</p> <p>Reviewed:1.10.20</p>	
	Approach to staff absence reporting and recording in place. All staff aware.		L	Staff protocol to be issued. Absence procedures are reinstated.	01.09.20 Reviewed:1.10.20	L
	Risk assessments in place for those staff who were previously working from home due to shielding, (clinically vulnerable and/or living with someone in these groups),	Assessment of staff required – does this apply to anyone?	H	<p>No Staff identified – as of 01.09.20</p> <p>Continue to monitor</p>	Reviewed:1.10.20	L

	and appropriate arrangements for mitigating risk are identified.					
	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.			Weekly staffing to be established by SLT. Staff sickness able to be covered by other members of the bubble	Reviewed:1.10.20	
	Consideration given to staff clothing expectations and information shared with staff.			Staff protocol to be issued.	3.9.20	L
	Approaches for meetings and staff training in place.			On-line meetings and training to remain where possible. Any in-house meetings to observe social distancing rules.	Started:18.05.20 Reviewed:13.07.20	L
	Staffing roles and responsibilities with regards to the contingency of remote provision alongside in-school provision agreed and communicated.	All staff expected to work unless shielding or isolating.	M	Staff audit re: those available to work on-site from 1st June was carried out. Assess those not able to work. Risk assessments to be carried out on any staff considered vulnerable.	Started:18.05.20 Reviewed:13.07.20 Reviewed:1.10.20	L
	Consideration given to the options for redeployment of staff to support the effective working of the school.	In the case of absence, TA s may be required to lead some groups as not enough teachers on site to cover numbers.	M	HR advice sought for staff unwilling to come in, even though they do		

	If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.			not fall into a vulnerable category. Consideration of work to be allocated once scope of redeployment determined.		
	<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 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 (Staff protocol to be issued.)</p> <p>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements</p> <p>Bereavement policy approved by governors.</p>		
	Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.			<p>Staff protocol to be issued.</p> <p>Guidance updated in line with government advice. Staff portal available.</p>	Reviewed:1.10.20	

	Process in place for use of the limited number of self-testing kits.					
	The approach for inducting new starters has been reviewed and updated in line with current situation.			N/A		
	Return to school procedures are clear for all staff.			Staff protocol to be issued.	3.9.20	
	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.			Business Managers to review all contracts that had to be altered due to COVID-19, mainly cleaning staff.	3.9.20	
	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.			Review of outstanding PRMs and consider impact on 20/21 PRM cycle.	3.9.20	
	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>			Check with the contractor any requirements their employer has specified before visit. Share school protocols.	3.9.20	

	<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.</p>	<p>Extra-curricular club timetable currently suspended.</p> <p>Normal timetable resuming in September would result in additional 'bubbles'.</p>		<p>Music lessons via Zoom or Teams to continue at home.</p> <p>Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.</p> <p>Extra-curricular club timetable suspended for Autumn 2020 – to be reviewed for Spring 21.</p> <p>Music lessons considered for after half term. Negotiating risk assessments.</p>	1.10.20	
Group Sizes	<p>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.</p>	<p>In 1½ form entry primary school, toilet block shared by both classes.</p> <p>Whole school previously used one entrance.</p> <p>Lunchtimes and playtimes currently whole school</p>	M	<p>Bubbles set looking at the physical layout of the building. Children split into 3 bubbles. This allows for separate entrance and exits. It also allows for playtime and lunchtime rotas.</p> <p>Rota as per timetable attached</p>	<p>01.08.20 Reviewed:3.9.20 Reviewed:1.10.20</p>	L

	Staffing allocations to groups determined, minimising contact with multiple groups as much as possible.	Currently whole staff approach to playtimes and lunchtimes	M	<p>Staff to be in bubbles with class.</p> <p>Staff to create own bubble playtime rota</p> <p>MDAs assigned to a class/bubble. MDA to monitor children in dinner hall and then on field.</p> <p>Children not allowed to leave the hall without whole group as different bubble will be on the playground.</p> <p>Rota as per timetable attached</p>	<p>01.08.20</p> <p>Reviewed:3.9.20</p> <p>Reviewed:1.10.20</p>	L
Social Distancing	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> Staggered school drop off/pick up times and locations (if possible) 	<p>In 1½ form entry primary school, toilet block shared by both classes.</p> <p>Whole school previously used one entrance.</p>		<p>Bubbles set looking at the physical layout of the building.</p> <p>Children split into 3 bubbles.</p>	<p>01.08.20</p> <p>Reviewed:3.9.20</p> <p>Reviewed:1.10.20</p>	

	<p>without reducing teaching time</p> <ul style="list-style-type: none"> • 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>Lunchtimes and playtimes currently whole school</p>	<p>This allows for separate entrance and exits. Arrival and finish times will be staggered.</p> <ul style="list-style-type: none"> • Arrival times no longer staggered as it led to congregation. All entrances opened at the same time to allow maximum flow of children. <p>It also allows for playtime and lunchtime rotas.</p> <p>Rota as per timetable attached</p> <p>Each bubble has their own dedicated toilet block, children to be allowed in one at a time.</p> <p>Staff to observe social distancing measures in staffroom/offices.</p> <p>Staff to observe 'one person only' requests in</p>		
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				<p>Risks assessments and individualised approach in place for students who might struggle to follow expectations.</p> <p>New expectations discussed with children as part of their reintroduction to the school.</p> <p>Reasonable Endeavour groups have been running for EHCP children which cover the new behaviour expectations.</p>		
	Approach to assemblies – if still occurring, plan in place to manage social distancing.	No assemblies have taken place in the Summer term	L	Remote assemblies to take place in Autumn Term (via Zoom)	01.08.20 Reviewed:3.9.20 Reviewed:1.10.20	L
	Social distancing plans communicated with parents, including approach to breaches.			<p>Clear expectations relayed to parents via eSchools before children start back at the school.</p> <p>Regular reminders given to parents.</p>	<p>Started: 18.05.20</p> <p>Reviewed:13.07.20</p> <p>Reviewed:3.9.20</p> <p>Reviewed:1.10.20</p>	

				Expectation that adults wear face covering on school premises.		
	Arrangements in place for the use of the playground, including equipment.			All Outdoor equipment is placed out of action (climbing frame, gym trail, boat, train and metal benches) Any PE used must be able to be properly cleaned after use. The adult running the group must organise this. Staff protocol to be issued.	Started: 18.05.20 Reviewed:13.07.20 Reviewed:3.9.20 Reviewed:1.10.20	L
Transport	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.			Clear expectations relayed to parents via eSchools before children start back at the school.	Started: 18.05.20 Reviewed:13.07.20	
	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			Clear expectations relayed to parents via	Started: 18.05.20 Reviewed:13.07.20	

	distancing protocols where possible.			eSchools before children start back at the school.		
	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.	School kitchen has been running throughout closure, providing cold lunches.	M	Liaise with catering team to open kitchen to all children. Initially providing cold meals for children, then expanding to hot. Moved to Hot food 21.9.20	01/09/20 Reviewed:3.9.20 Reviewed:1.10.20	L
	Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other groups.	Currently whole school approach to playtimes and lunchtimes	H	MDAs assigned to a class/bubble. MDA to monitor children in dinner hall and then on field. Children not allowed to leave the hall without whole group as different bubble will be on the playground. Tables to be cleaned thoroughly between bubbles. Rota as per timetable attached	01.08.20 Reviewed:3.9.20 Reviewed:1.10.20	L

	Summer Holiday Food vouchers for eligible CYP ordered.	Completed	L			L
PPE	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	Current PPE supplies are not adequate for the new requirement.	M	Enhanced cleaning regime implemented by site manager and SLT. PPE supplies sourced by site manager. Stock levels maintained by site manager. Site Manager to liaise with SLT regarding any shortfalls or additional requirements.	Started: 18.05.20 Reviewed:13.07.20 Reviewed:3.9.20 Reviewed:1.10.20	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 	Protocols need to be established.	H	First Aider allocated each day and staff informed of who is on duty. Staff protocol to be issued. First Aider and SLT to be informed immediately of any suspected case. The school house established as isolation area.	Started: 18.05.20 Reviewed:13.07.20 Reviewed:3.9.20 Reviewed:1.10.20	L L

				<p>Regular reminders to staff regarding procedure.</p> <p>Government guidelines followed in relation to isolation and testing.</p> <p>Enhanced cleaning regime implemented.</p> <p>Government guidelines followed for informing parent community in the case of a confirmed case.</p>		
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> • Approach to relocating CYP away from certain parts of the school to clean, if possible • Cleaning procedure in place • Arrangements for informing parent community in place 	<p>Protocols need to be established.</p>	H	<p>Government guidelines followed in relation to isolation and testing.</p> <p>Enhanced cleaning regime implemented.</p> <p>Government guidelines followed for informing parent community in the case of a confirmed case.</p>	<p>Started: 18.05.20</p> <p>Reviewed:13.07.20</p> <p>Reviewed:3.9.20</p> <p>Reviewed:1.10.20</p>	L
	<p>Process in place to engage with the Test and Trace and contract tracing process.</p> <p><i>Refer to ECC and public health guidance for more information.</i></p>			<p>Government guidelines followed in relation to Test and Trace.</p>	<p>Reviewed:3.9.20</p> <p>Reviewed:1.10.20</p>	

Pupil Re-orientation <i>back into school after a period of closure/ being at home</i>	Approach and expectations around school uniform determined and communicated with parents.			Clear expectations relayed to parents via eSchools before children start back at the school.	17.07.20	
	Changes to the school day/timetables shared with parents.			Clear expectations relayed to parents via eSchools before children start back at the school.	17.07.20	
	All students instructed to bring a water bottle each day. Water fountain cleaning arrangements in place.			Clear expectations relayed to parents via eSchools before children start back at the school.	17.07.20	
	Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff. This includes bringing together pupils who have remained in school during closure and those at home and celebrating non-academic achievements of pupils whilst at home/ during school closure.			Expectation of curriculum shared with teaching staff: Transition meetings and days Baseline assessments Curriculum content Intervention strategies	15.07.20	
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.	PSHE curriculum needs to reflect COVID-19 impact.	M	PSHE coordinator to direct class teachers on content for use in school and on-line platform.	15.07.20 Reviewed:3.9.20 Reviewed:1.10.20	L L

				<p>PSHE to be a key educational content in the Autumn Term</p> <p>Behaviour Policy updated and shared with staff. ERIC system updated.</p> <p>Bereavement Policy written and shared with staff.</p>		
	Re-orientation support for school leavers is developed.	Usual transition work is not able to be completed.	M	Year 6 teachers to develop transition work as part of their education offer. To involve children both attending school and staying at home.	15.07.20	L
	<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 	<p>All families closely monitored since school closure in March. All families directly contacted with phone calls if not in school.</p> <p>Regular information sent to families regarding support available.</p> <p>Weekly feedback from DSL / SENCO during SLT meetings</p> <p>Pro-active approach and 'open door' ethos promoted</p>	L	Continue to monitor and review situation through discussion with families and regular SLT meetings.	On going	L

		<p>by all staff for families to share concerns with us.</p> <p>Rigorous Safeguarding procedures in place and updated due to COVID-19 situation.</p>				
<p>Remote Education Contingency Plan</p>	<p>All students have access to technology and remote learning offer is available to be switched on as a contingency when needed.</p>	<p>Bubble needs to self-isolate because of a positive case of COVID19.</p>		<p>Google Classroom to be maintained.</p> <p>An online content to be developed in September – and SLT priority.</p> <p>Assessment of families ability to access content to be carried out – September 2020</p> <p>Online protocol; written and communicated with parents. Wk beg 28.9.20</p>	Ongoing	

Transition into new year group What will need to be different this year because of COVID19?	Online/ website support for families and young people around transition.					
	Plan for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face: <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 			Transition face to face meetings taking place in July Transition books for EHCP children EYFS to have a delayed and phased start to school in September 2020. To include home visit and welcome meetings	All EYFS children started in Acorn Class 21.9.20	
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.	Re-opening arrangements not reflected in risk assessment.	M	Review risk assessments for children to ensure they reflect any changes due to reopening arrangements	Ongoing	
	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.			Staff reminded of processes and procedures and the	Ongoing	

				revised wellbeing material. Staff protocol to be issued.		
	Updated Child Protection Policy in place.			Adopted Temporary COVID19 Child Protection Policy Safeguarding Policy updated Sept 2020		
	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP to return to school.	SENCO in on-going communication with vulnerable families and outside agencies.	L	Continue	Ongoing	
	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.			Review individual consistent management plans to ensure they include protective measures. Behaviour policy updated in regards to COVID-19 and parents informed.	Ongoing	
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.					

	<p>Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?</p> <p>Each activity should be risk assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> • PE – including no contact sport • Practical science lessons • DT/ FT 	<p>Existing routines don't take into account social distancing. Review all practice around the school.</p>	H	<p>Staff protocol is issued.</p> <p>PSHE to be a key educational content in the Summer Term</p> <p>Social distancing and cleaning rules need to be taught.</p> <p>All Outdoor equipment is currently placed out of action (climbing frame, gym trail, boat, train and metal benches). To be reviewed in September</p> <p>Outdoor equipment can be reintroduced once children are used to lunchtime rotas.</p> <p>Children issued with plastic wallet and basic equipment (pencil, book, white board) that is not be shared.</p> <p>Any additional equipment used within bubble must be able to be properly cleaned</p>	<p>Started: 01.06.20</p> <p>Reviewed:13.07.20</p> <p>Reviewed:3.9.20</p> <p>Reviewed:1.10.20</p> <p>1.10.20</p>	

				regularly. The adult running the group must organise this. Any additional equipment used across bubbles must be able to be properly cleaned after use. The adult running the group must organise this.		
	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 			Staff protocol is issued. PSHE coordinator to direct class teachers on content for use in school and on-line platform. PSHE to be a key educational content in the Summer Term	Started: 01.06.20 Reviewed:13.07.20 Reviewed:3.9.20 Reviewed:1.10.20	
	Student behaviour policy reviewed and reflects the current circumstances.	Social Distancing expectations need to be reflected in Behaviour policy. Parents and children need to be aware of expectations.	H H	Behaviour policy updated in regards to COVID-19 and parents informed. Risks assessments and individualised approach in place for students who might struggle to follow expectations.	Started: 01.06.20 Reviewed:13.07.20 Reviewed:3.9.20 Reviewed:1.10.20	L-M

				New expectations discussed with children as part of their reintroduction to the school.		
CYP with SEND	Approach to provision of the elements of the EHCP including health/therapies in place.		M	Transition books for EHCP children	On-going	M
			M	EHCP targets to resume as part of the SEN timetable	01.06.20 Reviewed:3.9.20 Reviewed:1.10.20	M
	Annual reviews.	Work continuing on annual reviews within school. Liaison with families via phone calls. Face to face meetings held where necessary (social distancing requirements observed).	M	Continue	Ongoing	

	Requests for assessment considered.	Can continue as normal but may take longer than the advised period.	M	Work on going within school.		M
	Consider any CYP who may need support with their return to school and consult with the family and other agencies involved. <i>Including any support required for CYP to understand new rules i.e. social distancing.</i>					
Attendance	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.	Usual attendance procedures apply All children to attend school		EYFS & Vulnerable to be tracked by PL/GH Families contacted if non-attendance for anxiety.	Started: 01.06.20 Reviewed:13.07.20 Reviewed:3.9.20 Reviewed:1.10.20	L
	Approach to support for parents where rates of persistent absence were high before closure.	All families being monitored by SLT	M	Continue	Ongoing	M
Communication	Information shared with staff around the full opening plan, returning to site, amendments to usual working patterns/practices and groups.			Teaching Staff meeting scheduled for 20.7.20 for full consultation. Individual requirements discussed wk beg 13.7.20		L

	Governors consulted on full opening plans.			FGB 14.7.20 for approval		L-M
	Union representatives consulted on full opening plans.			Plan discussed wk beg 13.7.20		L-M
	Risk Assessment published on website, where more than 50 staff.			Risk assessment to be published on website once approved Updates to Risk assessment to be published.	Reviewed:3.9.20 Reviewed:1.10.20	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 times • Expectations when in school and at home (if self-isolating is necessary) 			Full communication to parents on reopening plans following governor and union approval – 17.7.20 Expectation restated in September 2.9.20	Reviewed:3.9.20 Reviewed:1.10.20	M-L
	Pupil communications around: <ul style="list-style-type: none"> • Changes to timetable 			New procedures to be discussed with children in new school year.	Reviewed:3.9.20 Reviewed:1.10.20	L

	<ul style="list-style-type: none"> • Social distancing arrangements • Staggered start times • Expectations when in school and at home (if self-isolating is necessary) • Travelling to and from school safely 			Priority given to new procedures and PSHE/Wellbeing.		
	On-going regular communication plans determined to ensure parents are kept well-informed			Letters, website updates, social media	On-going	L
Governors/ Governance	Meetings and decisions that need to be taken are prioritised.	Existing routines don't take into account social distancing. Review all practice.	H	<p>Virtual governing body meetings</p> <p>Clerk prioritising decisions that need to be made</p> <p>Governor's approval sought remotely and collated by clerk.</p> <p>Emergency committees and scheme of delegation agreed.</p>	On-going	L
	Governors are clear on their role in the planning and full opening of the school, including support to leaders.			Virtual governing body meetings	On-going	L

	Approach to communication between Leaders and governors is clear and understood.					
	Governors prepared for start of school year (clerking, etc).			Virtual governing body meetings Clerk prioritising decisions that need to be made. Financial governance continues with remote meetings and approval.	On-going	L
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.			Danbury has been postponed from Sept 20 to April 21 Stubbers still booked for July 21 Parents Evening and Open day to be reviewed in September 20 Autumn parents evening is to be replaced with written report. Open Day is to be replaced with promotional video.	Reviewed:3.9.20 Reviewed:1.10.20	

Finance	Additional costs incurred due to COVID19 are understood and clearly documented.	Unclear as to what expenses may be reimbursed going forward.	H	Finances closed monitored and adjusted by Business Managers to ensure the financial impact of COVID-19 is tracked and understood. Additional expenses logged and any reimbursement opportunities closely monitored.	On-going	L
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM			Additional expenses logged and any reimbursement opportunities closely monitored.	On-going	M
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.			Finances closely monitored and adjusted by Business Managers to ensure the financial impact of COVID-19 is tracked and understood.	On-going	L
	Insurance claims, including visits/trips booked previously.			Insurance claims investigated for cancellation of Year 6 residential trip	On-going	L
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering 	All services continued throughout closure.	L	Continue		L

	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.	Close liaison with local BATIC schools continued throughout closure. Any opportunities for joint support explored.	L	Continue		L
Before and after school clubs	Approach in place for before/after school clubs implements the necessary protective measures.	Assessing need/uptake & reviewing guidance on requirements in event of opening.		<p>Wrap around care started 3.9.20 following risk assessment.</p> <p>Children kept within same bubbles as school day.</p> <p>'Club' located in school hall to allow distancing.</p>	<p>Reviewed:3.9.20</p> <p>Reviewed:1.10.20</p>	