

# COVID19: **Restricted Attendance** Risk Assessment and Action Plan

SCHOOL NAME: JOTMANS HALL PRIMARY SCHOOL

HEADTEACHER: Ms Sarah Warnes

DATE: 25.01.21

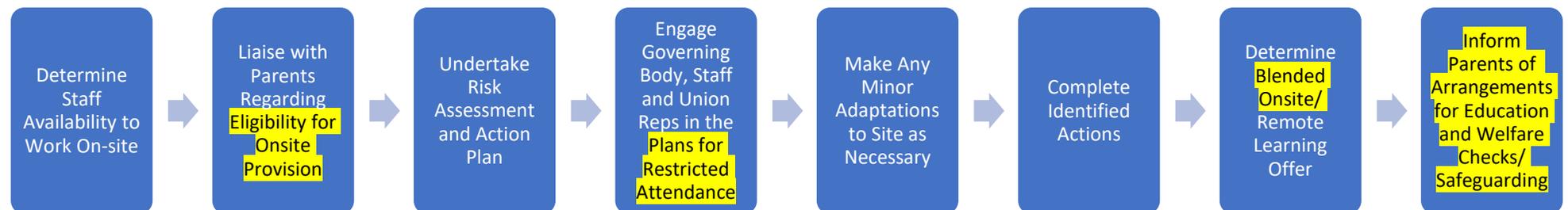
## Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place [to respond to restricted attendance at the school during the latest national lockdown period \(from January 2021\)](#) and ensure the school continues to operate in a safe way.

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

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy (Jan '21) – to cover lockdown
- CYP Response Plan (Jan '21)
- 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'

## Risk Assessment for Restricted Attendance Steps:



## **Risk Assessment/ Action Plan Sections:**

<b>Engagement in Risk Assessment and Planning</b> .....	4
<b>Site Arrangements</b> .....	4
<b>Emergency Evacuations</b> .....	6
<b>Cleaning and waste disposal</b> .....	7
<b>TESTING</b> .....	10
<b>Classrooms</b> .....	11
<b>Staffing</b> .....	13
<b>Group Sizes</b> .....	18
<b>Social Distancing</b> .....	20
<b>Transport</b> .....	24
<b>Catering</b> .....	25
<b>PPE</b> .....	27
<b>Response to suspected/ confirmed case of COVID19 in school</b> .....	27
<b>Remote Education Plan</b> .....	29
<b>Safeguarding</b> .....	31
<b>Curriculum / learning environment</b> .....	32
<b>CYP with SEND</b> .....	35
<b>Attendance</b> .....	37
<b>Communication</b> .....	37
<b>Governors/ Governance</b> .....	39
<b>School events, including trips</b> .....	40
<b>Finance</b> .....	41



\*The below table includes examples in grey, these are not exhaustive.

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<b>Engagement in Risk Assessment and Planning</b>	Risk assessment process fully engages staff, governing body and union representatives.					
<b>Site Arrangements</b>	Office spaces re-designed to allow office-based staff to work safely (considering remote working).	<i>Office does not allow for adequate space between staff members</i>	M	Office staff on a rota. Only one member of staff accessing the office at any one time. Other office members remote working	04.01.21	L
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.	M	2-meter markers are present on floors. All gates in use for entrance & exit. Staggered start and finish times for bubbles Parents informed that only one adult only is allowed to drop off/collect their child. Drop off system was reviewed 7.9.20. All gates open at the same time to minimise congregating outside. Side gate by the nursery was closed to stop congregating to the side of the school. Parents	03.09.20      7.9.20   28.9.20	L

				<p>encouraged to spread out in the car park whilst it is shut.</p> <p>Regular reminders sent out, asking adults to social distance and wear masks.</p> <p>January Lockdown – three bubbles are still in operation, all using separate entrances/exits</p>	05.01.21	L
	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</p>	29.9.20	<p>L</p> <p>L</p>

				<p>assessments. Due to start 7.10.20</p> <p>Letting suspended during Lockdown2. To be reviewed in January.</p> <p>Lettings continue to be suspended</p>	<p>5.11.20</p> <p>04.01.21</p>	L
	Consideration given to the arrangements for any deliveries.	Deliveries use the same gate as school children arriving and leaving	M	<p>Deliveries not to take place during school drop off/collection times. Delivery companies informed or asked to wait.</p> <p>(to continue Sept 20)</p> <p>To continue – Oct 20</p> <p>To continue – Nov 20</p> <p>To continue – Jan 21</p>	20.05.20	L
	Dedicated testing site organised, signage up and cleaning processes in place (see full guidance available).	N/A				
<b>Emergency Evacuations</b>	<p>Evacuation routes are confirmed, and signage accurately reflects these.</p> <p><i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i></p>	<p>Current evacuation routes use multiple exits,</p> <p>No individuals with mobility issues.</p>	L L	<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>02.09.20</p> <p>Reviewed Oct 20</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>Fire Drill completed – October 20 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> <p>Fire Drill to be arranged following new procedures Oct 20</p> <p>Fire Drill to be completed during January Lockdown with key worker groups</p>	<p>1.10.20</p> <p>Completed</p> <p>Scheduled for wk beg 25.01.21</p>	
<b>Cleaning and waste disposal</b>	<p>Enhanced cleaning regime is in place in line with <a href="#">COVID19: Cleaning in non healthcare settings guidance</a>.</p>		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>Started 01.06.20 Reviewed:13.07.20 Reviewed:1.10.20 Reviewed:23.11.20 Reviewed:04.01.21</p>	L-M

				<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>Cleaning staff are on a rota due to reduced areas in use – Jan 21</p>		
	Cleaning staff capacity is adequate to enable enhanced cleaning regime.	Not enough hours allocated for cleaning purposes	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>Capacity increased to allow for staff isolating. 19.11.20</p> <p>Cleaning staff are on a rota due to reduced areas in use – Jan</p>	<p>Started 01.06.20</p> <p>Reviewed:13.07.20</p> <p>Reviewed:1.10.20</p> <p>Reviewed: 23.11.20</p> <p>Reviewed:04.01.21</p>	L-M

				21 – Allows extra capacity in case of sickness.		
	Adequate cleaning supplies and facilities around the school are in place.  Arrangements for longer-term continual supplies are also in place.	Classrooms do not have cleaning equipment.  Additional cleaning equipment needed in communal areas and offices.  Lidded bins to be sourced.	M	Hand sanitiser available at the school entrance and around the school  Lidded bins in all classrooms  Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach  Stock check and ordering schedule reviewed regularly.  Staff protocol to be issued.	01.06.20 Reviewed:13.07.20 Reviewed:1.10.20 Reviewed: 23.11.20 Reviewed: 04.01.21	L
	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	All staff advised to leave the site by 6pm in order for cleaning to be undertaken.  Staff protocol to be issued.  January Lockdown – all staff advised to leave the site by 5pm.	02.09.20    04.01.21	L   L
	Waste disposal process in place for potentially contaminated waste, including testing waste.			Waste bags and containers - kept closed and stored separately from communal waste for 72 hours.	02.09.20  Reviewed: 04.01.21	M

				<p>Staff protocol to be issued.</p> <p>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</p> <p>Testing should be carried out at home. No waste in school.</p>		
	Process in place for safe removal and/or disposal of face masks.	Risk of contamination if not removed properly	H	<p>PPE guidance issued to all staff</p> <p>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours.</p>	<p>01.06.20</p> <p>Reviewed:13.07.20</p> <p>Reviewed:1.10.20</p> <p>Reviewed: 23.11.20</p> <p>Reviewed: 04.01.21</p>	M-L
<b>TESTING</b>	<p><b>Rapid testing programme from the start of spring term 2021:</b></p> <p><b>Procedures in place so staff can access testing</b></p>	<p>Risk of tests being administered incorrectly.</p> <p>Risk of personal data being shared.</p>	M	<p><b>Rapid testing programme from the start of spring term 2021:</b></p> <p>We will provide staff with a privacy notice so they can consent to testing.</p> <p>Staff will be offered 2 lateral flow tests per week, for use at home.</p> <p>We will ask them to carefully read the government's guidance on self-administering tests, alongside the instructions in their test kit, to make sure they know how to safely do this.</p>	25.01.21	L

				<p>We won't need to see evidence of a negative test result in order to allow staff to attend school.</p> <p>Any staff members receiving a positive lateral flow test result will be told:</p> <ul style="list-style-type: none"> <li>• To remain at home, take a standard coronavirus (PCR) test and let us know the result (if a home testing kit is available in school, this can be given to them, if they have barriers to accessing testing elsewhere)</li> <li>• That they, and members of their household, should self-isolate in line with the latest government guidance</li> </ul> <p>As soon as we hear that a staff member has tested positive with a lateral flow test, we will follow the same cleaning measures (laid out above) as if that staff member had been symptomatic while in school.</p> <p>All staff and pupils will continue to follow the measures set out in this risk assessment, even if we're participating in rapid testing.</p> <p>We will keep accurate records of all test results, and only share health records with the relevant people.</p>		
<b>Classrooms</b>	Classrooms allow as much space between individuals as practical.			Furniture to be removed and rearranged.	Started:18.05.20 Reviewed:13.07.20	

				Furniture allowed to be rearranged in bubbles to allow for collaborative working.	Reviewed:1.10.20 Reviewed: 23.11.20 Reviewed: 04.01.21	
	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.  Staff protocol to be issued.	Started:18.05.20  Reviewed:13.07.20 Reviewed:1.10.20 Reviewed: 23.11.20 Reviewed: 04.01.21	
	Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: <a href="#">sharing of equipment should be limited to the bubble</a> . Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].  <a href="#">Non-essential equipment or resources</a> 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	Soft toys, cushions and beanbags in classrooms not easily washable.  Resources currently on display. Surfaces are unable to be cleaned.  No COVID19 information posters currently in place. Limited reminders/ awareness for children.	H  H  M	Resources to be stored and removed from classroom surfaces.  Teachers to de-clutter the classrooms to allow for additional cleaning.  <a href="#">e-Bug</a> posters displayed: <ul style="list-style-type: none"> <li>• <a href="#">Horrid hands</a></li> <li>• <a href="#">Super sneezes</a></li> <li>• <a href="#">Hand hygiene</a></li> <li>• <a href="#">Respiratory hygiene</a></li> <li>• <a href="#">Microbe mania</a> <ul style="list-style-type: none"> <li>• Children taught about new procedures and expectations as part</li> </ul> </li> </ul>	Started: 18.05.20  Reviewed:13.07.20 Reviewed:1.10.20 Reviewed: 04.01.21	L  L  L

	the school gate, in the staffroom and in all toilets.			of their re-introduction to the school.		
	Furniture arranged to minimise contact as much as possible e.g. <a href="#">Desks side by side, facing front, where age appropriate.</a>	Square tables restrict children facing front.  Cost implications of replacing furniture	H	Whole School furniture reviewed and where possible reallocated.  Excess furniture within classroom removed  <ul style="list-style-type: none"> <li>02.11.20 – Classrooms arranged for best educational environment as children are in close proximity whatever the arrangement of furniture.</li> </ul>	13.07.20 Reviewed:1.10.20 Reviewed: 23.11.20 Reviewed: 04.01.21	M-L
<b>Staffing</b>	Staffing numbers <a href="#">on-site</a> required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.  Including at least one of the following: <ul style="list-style-type: none"> <li>Paediatric First aider (where children under 3yrs)</li> </ul>	All staff expected to work unless shielding or isolating.  Staff will be on a rota to be onsite.  Class teachers to manage the remote learning from home.	H	Staff audit re: those available to work on-site from 1st June was carried out. Assess those not able to work.  Ensure any rotas include First Aiders and DSL.	Started: 18.05.20  Reviewed:13.07.20 Reviewed:1.10.20 Reviewed: 23.11.20	

	<ul style="list-style-type: none"> <li>• Designated Safeguarding Lead (DSL)</li> <li>• SENCO</li> <li>• Caretaker/site member</li> <li>• Office staff member</li> </ul>	<p>LSAs to cover key worker provision – on a rota.</p> <p>Kitchen staff on a rota</p> <p>MDA on a rota – First Aider onsite</p> <p>Office Staff on a rota – First Aider onsite</p> <p>SLT on a rota – to ensure DSL presence.</p> <p>Site Manager to be onsite. Cleaning staff on a rota.</p>		<p>January Lockdown. Remote Learning policy implemented. Class teachers planning Google Classroom. LSAs &amp; MDAs in school with the key worker group on a rota. Kitchen on a rota providing lunches. Office staff &amp; Business managers on a rota. SLT in school – social distancing.</p>	<p>04.01.21</p>	<p>M-L</p>
	<p>Approach to staff absence reporting and recording in place. All staff aware.</p>		<p>L</p>	<p>Staff protocol to be issued. Absence procedures are reinstated.</p>	<p>01.09.20 Reviewed:1.10.20 Reviewed: 23.11.20 Reviewed: 04.01.21</p>	<p>L</p>
	<p>Risk assessments in place for those staff who are shielding, (clinically extremely vulnerable), and appropriate arrangements for mitigating risk are identified. Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.</p>	<p>Assessment of staff required – does this apply to anyone?</p>	<p>H</p>	<p>No Staff identified – as of 01.09.20</p> <p>Continue to monitor</p>	<p>Reviewed:1.10.20 Reviewed: 23.11.20 Reviewed: 04.01.21</p>	<p>L</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 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 Reviewed: 23.11.20 Reviewed: 04.01.21	
	Consideration given to staff clothing expectations and information shared with staff. to ensure clothes worn are easily washable (e.g. no ties).			Staff protocol to be issued.	3.9.20 Reviewed: 04.01.21	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 Reviewed: 23.11.20 Reviewed: 04.01.21	L
	Staffing roles and responsibilities with regards to the continued 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.  January Lockdown – Remote Learning policy implemented	Started:18.05.20  Reviewed:13.07.20 Reviewed:1.10.20 Reviewed: 23.11.20  04.01.21	L
	Consideration given to the options for redeployment of staff to	In the case of absence, SLT/ Class teachers/ LSA s may be	M	HR advice sought for staff unwilling to come in, even	Reviewed: 23.11.20 Reviewed: 04.01.21	

	<p>support the effective working of the school.</p> <p>If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.</p>	<p>required to support online learning.</p> <p>In the case of absence SLT/Class teachers may be required to support the key worker provision.</p>		<p>though they do not fall into a vulnerable category.</p> <p>Consideration of work to be allocated once scope of redeployment determined.</p>		
	<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  <a href="https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx">https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx</a>          (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> <p>Staff are aware they can access BATIC counselling.</p>	<p>Reviewed: 23.11.20          Reviewed: 04.01.21</p>	
	<p>Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.</p>			<p>Staff protocol to be issued.</p> <p>Guidance updated in line with government advice. Staff portal available.</p>	<p>Reviewed:1.10.20          Reviewed: 23.11.20          Reviewed: 04.01.21</p>	

				Self-Testing Kits to be distributed to all staff. To be taken 2/3 times per week.	21.01.21	
	The approach for inducting new starters has been reviewed and updated in line with current situation.			N/A		
	Arrangements to furlough staff in place.	Unclear if we are able to furlough staff		The Woodland Club Staff could be furloughed. CF/EN to investigate and proceed if we are able	January 2021	L/M
	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 Reviewed: 04.01.21	
	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.  Autumn Term 2020 PRMs completed.	3.9.20 Reviewed: 23.11.20 Reviewed: 04.01.21	
	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.			Check with the contractor any requirements their employer has specified before visit. Share school protocols.	3.9.20 Reviewed: 23.11.20 Reviewed: 04.01.21	

	<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> <p>Music lessons put on hold until after Christmas</p> <p>All external music lessons and clubs are put on hold – January Lockdown</p>	<p>1.10.20</p> <p>Nov 20</p> <p>Jan 21</p>	
<b>Group Sizes</b>	<p>Eligible children and young people bubbles have been determined in accordance with the principle of limiting social interaction and small, consistent groups of CYP,</p>	<p>In 1½ form entry primary school, toilet block shared by both classes.</p> <p>Whole school previously used one entrance.</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</p>	<p>01.08.20 Reviewed:3.9.20 Reviewed:1.10.20 Reviewed: 23.11.20</p>	L

	<p>that can remain separate from other people and groups.</p> <p>All children and young people are included in distinct groups/ 'bubbles' that do not mix and the number of children and young people in each bubble is as small as possible.</p>	<p>Lunchtimes and playtimes previously whole school</p>		<p>allows for playtime and lunchtime rotas.</p> <p>January Lockdown – key worker groups kept to same three bubbles and following the established timetable, allowing different play and lunchtimes. Groups will be kept at a maximum of 15 children.</p>	<p>05.01.21</p>	<p>L</p>
	<p>Staffing allocations to groups determined, minimising contact with multiple groups as much as possible</p>	<p>Currently whole staff approach to playtimes and lunchtimes</p>	<p>M</p>	<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>January Lockdown – key worker groups kept to same three bubbles and following the established timetable, allowing different play and lunchtimes. Children to eat in the classrooms.</p>	<p>01.08.20 Reviewed:3.9.20 Reviewed:1.10.20 Reviewed: 23.11.20</p> <p>05.01.21</p>	<p>L</p> <p>L</p>

	Identified solutions to any workforce capacity issues are in place.			Workforce are continually monitored by SLT and line managers to ensure capacity. Staff within bubbles to cover absence.	22.01.21	M/L
<b>Social Distancing</b>	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> <li>• Staggered school drop off/pick up times and locations (if possible) without reducing teaching time</li> <li>• Staggered or limited amounts of moving around the school/ corridors</li> <li>• Classroom design</li> <li>• Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches</li> <li>• Toilet arrangements</li> </ul>	<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>		<p>Bubbles set looking at the physical layout of the building.</p> <p>Children split into 3 bubbles.</p> <p>This allows for separate entrance and exits. Arrival and finish times will be staggered.</p> <ul style="list-style-type: none"> <li>• Arrival times no longer staggered as it led to congregation. All entrances opened at the same time to allow maximum flow of children.</li> </ul> <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>01.08.20 Reviewed:3.9.20 Reviewed:1.10.20 Reviewed: 23.11.20</p>	M-L

				<p>Staff to observe social distancing measures in staffroom/offices.</p> <p>Staff to observe 'one person only' requests in toilets and photocopy room.</p> <p>Staff protocol to be issued.</p> <p>January Lockdown – key worker groups kept to same three bubbles and following the established timetable, allowing different play and lunchtimes. Children to eat in the classrooms.</p>	<p>Reviewed: 04.01.21</p> <p>04.01.21</p>	
	<p>Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.</p>	<p>Existing routines may allow for congregating. Review all practice around the school.</p>	H	<p>On arrival, students move straight to their classroom and sit at named table and wait for rest of class to arrive/class to begin.</p> <p>Children leaving the classroom to use the toilet facilities is</p>	<p>01.08.20 Reviewed:3.9.20 Reviewed:1.10.20 Reviewed: 23.11.20</p>	<p>L</p> <p>L</p>

				<p>monitored by the adults and on a rota basis.</p> <p>Children enter and leave the school with staggered drop off/pick up times.</p> <p>January Lockdown – key worker groups kept to same three bubbles, with separate entrances/exits, and following the established timetable, allowing different play and lunchtimes. Children to eat in the classrooms.</p>	04.01.21	L  L
	<p>Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.</p>	<p>Social Distancing expectations need to be reflected in Behaviour policy.</p> <p>Parents and children need to be aware of expectations.</p>	<p>M</p> <p>H</p>	<p>Behaviour policy updated in regards to COVID-19 and parents informed.</p> <p>Behaviour expectations discussed with school council members.</p> <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</p>	<p>Started: 18.05.20</p> <p>Reviewed:13.07.20</p> <p>25.9.20</p>	

				<p>children which cover the new behaviour expectations.</p> <p>January Lockdown -Children reminded of behaviour expectations, where necessary, in the key worker groups.</p>	05.01.21	
	Approach to assemblies – if still occurring, plan in place to manage social distancing.	No assemblies have taken place in the Summer term	L	<p>Remote assemblies to take place in Autumn Term (via Zoom)</p> <p>Remote Bubble Assemblies are being held via Zoom</p>	<p>01.08.20 Reviewed:3.9.20 Reviewed:1.10.20 Reviewed: 23.11.20 Reviewed: 05.01.21</p> <p>21.01.21</p>	
	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 Reviewed:13.07.20 Reviewed:3.9.20 Reviewed:1.10.20 Reviewed: 23.11.20 Reviewed: 05.01.21</p>	

				Expectation that adults wear face covering on school premises.		
	Arrangements in place for the use of the playground, including equipment.			<p>All Outdoor equipment is placed out of action (climbing frame, gym trail, boat, train and metal benches)</p> <p>Outdoor equipment can be used in line with government guidance (Oct 20)</p> <p>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.</p> <p>January Lockdown – outdoor equipment put out of action.</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> <p>Reviewed: 23.11.20</p> <p>Reviewed: 05.01.21</p>	L
<b>Transport</b>	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.	<p>Started: 18.05.20</p> <p>Reviewed:13.07.20</p> <p>Reviewed: 05.01.21</p>	
	Dedicated school transport follows the grouping/ bubble arrangement	N/A				

	in line with the protocols in school, as much as possible.					
	Support in place for CYP who have no alternative, to access public transport safely, adhering to social distancing protocols where possible.			Clear expectations relayed to parents via eSchools before children start back at the school.	Started: 18.05.20 Reviewed:13.07.20 Reviewed: 05.01.21	
	Arrangements in place with transport providers to support any staggered start/end times.	N/A				
	Children and young people reminded to wear face coverings on public and school transport.			Clear expectations relayed to parents via eSchools before children start back at the school.	Started: 18.05.20 Reviewed:13.07.20 Reviewed: 05.01.21	L
<b>Catering</b>	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	<p>Liaise with catering team to open kitchen to all children. Initially providing cold meals for children, then expanding to hot.</p> <p>Moved to Hot food 21.9.20</p> <p>Moved to two week menu 02.11.20</p> <p>January Lockdown – kitchen providing cold lunches to key worker group and PP children. Some families receiving weekly food boxes.</p> <p>Food Vouchers started for PP families wk Beg 18.01.21</p>	<p>01/09/20 Reviewed:3.9.20 Reviewed:1.10.20 Reviewed: 23.11.20</p> <p>05.01.21</p>	L

					18.01.21	
	Arrangements for the continued provision of FSMs for children not attending school are in place.	Some families unable or reluctant to receive food boxes. Only 50% take up	M/H	Food Vouchers started for PP families wk Beg 18.01.21	18.01.21	L
	Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other groups.	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.  January Lockdown – children to be eating in the classroom supervised by MDAs.	01.08.20 Reviewed:3.9.20 Reviewed:1.10.20 Reviewed: 23.11.20          05.01.21	L
	Arrangements for food deliveries in place	Some families unable or reluctant to receive food boxes. Only 50% take up	M/H	Food Vouchers started for PP families wk Beg 18.01.21  SLT to continue welfare visit and distribute infant free fruit.	18.01.21	L

<b>PPE</b>	PPE requirements understood and appropriate supplies in place.	PPE supplies are maintained – supply problems may occur.	M	<p>Enhanced cleaning regime implemented by site manager and SLT.</p> <p>PPE supplies sourced by site manager.</p> <p>Stock levels maintained by site manager.</p> <p>Site Manager to liaise with SLT regarding any shortfalls or additional requirements.</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> <p>Reviewed: 23.11.20</p> <p>Reviewed: 04.01.21</p>	L
<b>Response to suspected/ confirmed case of COVID19 in school</b>	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> <li>• Which staff member/s should be informed/ take action</li> <li>• Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated</li> <li>• Cleaning procedure in place</li> <li>• Arrangements for informing parent community in place</li> </ul>	Protocols need to be established.	H	<p>First Aider allocated each day and staff informed of who is on duty.</p> <p>Staff protocol to be issued.</p> <p>First Aider and SLT to be informed immediately of any suspected case.</p> <p>The school house established as isolation area.</p> <p>Regular reminders to staff regarding procedure.</p> <p>Government guidelines followed in relation to isolation and testing.</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> <p>Reviewed: 23.11.20</p> <p>Reviewed: 04.01.21</p>	L L

				<p>Enhanced cleaning regime implemented.</p> <p>Government guidelines followed for informing parent community in the case of a confirmed case based on PHE advice.</p> <p>Message to be relayed via eSchools. BMs have remote access.</p>		
	<p>Approach to confirmed COVID19 cases in place: outside of school hours (within cohort of children/young people learning on-site only)</p> <ul style="list-style-type: none"> <li>• Cleaning procedure in place</li> <li>• Arrangements for informing parent community in place</li> </ul>	<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 based on PHE advice.</p> <p>Message to be relayed via eSchools. BMs have remote access.</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> <p>Reviewed: 23.11.20</p> <p>Reviewed: 04.01.21</p>	
	<p>Process in place to engage with the Test and Trace and contact tracing process within cohort of children/young people learning on-site only.</p>			<p>Government guidelines followed in relation to Test and Trace.</p>	<p>Reviewed:3.9.20</p> <p>Reviewed:1.10.20</p> <p>Reviewed: 23.11.20</p> <p>Reviewed: 04.01.21</p>	

	<i>Refer to ECC and public health guidance for more information.</i>					
<b>Remote Education Plan</b>	Blended approach between physical and remote learning developed, including support for those CYP who are shielding/ clinically vulnerable.	Bubble needs to self-isolate because of a positive case of COVID19.  Whole school lockdown is implemented.		<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> <p>January Lockdown – Remote Learning Policy implemented. Class teachers running Google Classrooms. Key worker children accessing this in school.</p> <p>Laptops distributed to vulnerable &amp; PP families. Loan agreements signed.</p> <p>Access to Google Classroom monitored weekly by class teachers and SLT</p>	<p>Ongoing Reviewed: 19.11.20</p> <p>04.01.20</p> <p>December 20 – ongoing</p> <p>Ongoing</p>	

				Content of Google Classroom monitored by SLT.	Ongoing	
	Intelligence around critical worker parents – numbers intending to take up provision is known.	Increased numbers of critical worker children – means more children on site which needs careful management	H/M	Parents asked to contact school if they require key worker provision. They have been informed that further evidence may be required.  Vulnerable children directly contacted by SLT and offered a place in the key worker group. Some children not accessing every day depending on need, group size and staff availability. These decisions are taken by SLT.	04.01.21 - Ongoing	M/L
	Technology support in place. DfE laptop allocation ordered.	Allocation from DfE received. PP families offered school laptop. Further vulnerable/struggling Families assessed through welfare calls	M	Laptops distributed to vulnerable & PP families. Loan agreements signed.  Access to Google Classroom monitored weekly by class teachers and SLT	December 2020 - Ongoing	L
	Critical worker families communicated with regarding the need to keep children at home as much as possible.			Government advice relayed to parents as becomes available.	04.01.21 - Ongoing	L

<b>Safeguarding</b>	<p>Consideration has been given to identifying pupils who should be prioritised for onsite provision due to their vulnerabilities. <i>Refer to DFE guidance for definition of vulnerable.</i></p>			<p>Vulnerable children directly contacted by SLT and offered a place in the key worker group.</p> <p>SLT have compiled a list of those who are considered vulnerable by the DfE definitions, and those that are considered vulnerable by JHS. Some children not accessing every day depending on need, group size and staff availability. These decisions are taken by SLT.</p>	04.01.21 - Ongoing	L
	<p>Appropriate risk assessments have been undertaken to ensure welfare checks are taking place in accordance with the CYP response plan.</p>	<p>Risk assessments considered for individuals and decisions made by SLT about the best place for children to be accessing education.</p> <p>Continual Assessment of Welfare calls and children's engagement with online learning by SLT</p>	M	<p>Review of families and children to ensure they reflect any changes in families situation</p>	Ongoing	M/L
	<p>Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.</p>			<p>Staff reminded of processes and procedures and the revised wellbeing material. Staff protocol to be issued.</p>	Ongoing	
	<p>Updated Child Protection Policy in place (<a href="#">January 2021</a>).</p>			<p>Adopted Temporary COVID19 Child Protection Policy</p>	Ongoing	L

				<p><b>CP Policy Updated and approved by governors Nov 20</b></p> <p><b>Safeguarding Policy updated Sept 2020</b></p> <p><b>January Lockdown – Safeguarding policy written approved by governors 11.01.21 and distributed 12.01.21.</b></p>		
	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP and families to complete risk assessments and planning.	SENCO * DSL in on-going communication with vulnerable families and outside agencies.	L	Continue	Ongoing	L
	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.			<p>Review individual consistent management plans to ensure they include protective measures.</p> <p>Behaviour policy updated in regards to COVID-19 and parents informed.</p>	Ongoing	
<b>Curriculum / learning environment</b>	Current learning plans, revised expectations and required adjustments have been considered.			Remote Learning policy in place. In line with government guidance.		

	<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"> <li>• PE – including no contact sport</li> <li>• Practical science lessons</li> <li>• DT/ FT</li> </ul>	<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 regularly. The adult running the group must organise this.</p> <p>Any additional equipment used across bubbles must be able to be properly cleaned after use. The adult running the group must organise this.</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>Reviewed: 23.11.20</p> <p>1.10.20</p> <p>Reviewed: 04.01.21</p>	L
--	--	--	---	--	---	---

	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> <li>• Wellbeing curriculum</li> <li>• recognising 'non-curriculum' learning that is being done at home</li> <li>• capturing pupil achievements/ outcomes</li> <li>• utilising the DfE 'catch-up' funding and programmes</li> <li>• responding to DfE remote learning expectations</li> </ul>			<p>Staff protocol is issued.</p> <p>PSHE coordinator to direct class teachers on content for use in school and on-line platform.</p> <p>PSHE to be a key educational content in the Summer Term</p> <p>January Lockdown – Remote Learning Policy implemented. Class teachers running Google Classrooms. Key worker children accessing this in school. Content of Google</p> <p>Classroom monitored by SLT. Move towards more pre-recorded lessons and purchase of online resources (funded through Catch-up funding)</p>	<p>Started: 01.06.20</p> <p>Reviewed:13.07.20 Reviewed:3.9.20 Reviewed:1.10.20 Reviewed: 23.11.20</p> <p>04.01.21</p>	L
	<p>Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.</p>	<p>Social Distancing expectations need to be reflected in Behaviour policy.</p> <p>Parents and children need to be aware of expectations.</p>	<p>H</p> <p>H</p>	<p>Behaviour policy updated in regards to COVID-19 and parents informed.</p> <p>Risks assessments and individualised approach in place for students who might struggle to follow expectations.</p>	<p>Started: 01.06.20</p> <p>Reviewed:13.07.20 Reviewed:3.9.20 Reviewed:1.10.20 Reviewed: 23.11.20</p>	L-M

				<p>New expectations discussed with children as part of their reintroduction to the school.</p> <p>January Lockdown – COVID behaviour expectations remain in place.</p>	05.01.21	
	<p>Arrangements for teaching pupils how to keep themselves safe online are in place.</p>	<p>Use of online devices will increase during lockdown</p>	H/M	<p>Regular information to be sent to students and parents regarding eSafety.</p> <p>Use of Google Classroom monitored by class teachers and SLT. Students to be ‘frozen’ if necessary and posts deleted.</p> <p>Home School contract to be reviewed and sent out in view of increased use and new expectations.</p>	<p>04.01.21</p> <p><i>Ongoing</i></p>	M/L
<b>CYP with SEND</b>	<p>Approach to provision of the elements of the EHCP including health/therapies in place.</p>		M	<p>Transition books for EHCP children</p>	On-going	M

			M	EHCP targets to resume as part of the SEN timetable  January Lockdown – EHCP children invited into key worker group as vulnerable children. Those not attending to be supported at home with differentiated targets. EHCP Hub continued as part of KS1 key worker group.	01.06.20 Reviewed:3.9.20 Reviewed:1.10.20 Reviewed: 23.11.20  05.01.21	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.	Can continue as normal but may take longer than the advised period.		M	Work on going within school.	Ongoing	M
Consider any CYP who may need additional support whilst learning at home and consult with the family and other agencies involved.				Continue	Ongoing	

<b>Attendance</b>	Children and young people eligible to attend onsite have been identified and supported to attend where appropriate.	Normal Attendance procedures suspended		January Lockdown – all children except key worker & vulnerable to be at home.  Vulnerable children directly contacted by SLT and offered a place in the key worker group. Some children not accessing every day depending on need, group size and staff availability. These decisions are taken by SLT.	05.01.21	L
	Ensure first day contact is operating for those children eligible to attend.					
	Critical worker families communicated with regarding the need to keep children at home as much as possible.			Government advice relayed to parents as becomes available.	04.01.21 - Ongoing	L
<b>Communication</b>	Information shared with staff around the restricted attendance plan, including 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	July 20	L
				Lockdown procedures and requirements discussed with	31.12.21	

				whole staff via Zoom meetings. Regular whole staff and group meeting via Zoom for updates.	04.01.21 and ongoing	
	Union representatives informed of restricted attendance plans.			Plan discussed wk beg 13.7.20		L-M
	Risk Assessment published on website.			Risk assessment to be published on website once approved  Updates to Risk assessment to be published.	Reviewed:3.9.20 Reviewed:1.10.20 Reviewed: 23.11.20 Reviewed: 07.01.21  Revised – lockdown risk assessment 21.01.21	L
	Communications with parents on the: <ul style="list-style-type: none"> <li>• current arrangements for education and welfare checks/ safeguarding arrangements</li> <li>• Social distancing plan</li> <li>• Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning</li> <li>• Attendance</li> <li>• Uniform</li> <li>• Transport</li> <li>• Behaviour</li> <li>• Test and trace</li> <li>• Staggered start and end times</li> </ul>			Expectation for January Lockdown – remote learning & key worker group expectation communicated 04.01.21	04.01.21	

	Expectations when in school and at home					
	Pupil communications around: <ul style="list-style-type: none"> <li>• Current arrangements for education and welfare checks/safeguarding arrangements</li> <li>• Changes to timetable</li> <li>• Social distancing arrangements</li> <li>• Staggered start times</li> <li>• Expectations when in school and at home</li> <li>• Travelling to and from school safely</li> <li>•</li> </ul>			Expectation for January Lockdown – remote learning & key worker group expectation communicated 04.01.21	04.01.21	
	On-going regular communication plans determined to ensure parents are kept well-informed			Letters, website updates, social media	On-going	L
<b>Governors/ Governance</b>	Meetings and decisions that need to be taken are prioritised.	Existing routines don't take into account social distancing. Review all practice.	H	Virtual governing body meetings  Clerk prioritising decisions that need to be made  Governor's approval sought remotely and collated by clerk.  Emergency committees and scheme of delegation agreed.	On-going	L

	<p>Governors have oversight of restricted attendance plans and risk assessments.</p> <p>Approach to communication between Leaders and governors is clear and understood.</p>			Virtual governing body meetings	On-going	L
	<p>Certain aspects of governance are on-hold in order to deal with the immediate situation, these are agreed and clear with all governors and there is a plan for then these will be reviewed and potentially reinstated.</p>			Virtual governing body meetings	On-going	L
	<p>Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. <i>Refer to Headteacher wellbeing materials.</i></p>			Virtual governing body meetings	On-going	L
<b>School events, including trips</b>	<p>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.</p>			<p>Danbury has been postponed from Sept 20 to April 21</p> <p>Stubbers still booked for July 21</p> <p>Parents Evening and Open day to be reviewed in September 20</p> <p>Autumn parents evening is to be replaced with written report.</p>	<p>Reviewed:3.9.20</p> <p>Reviewed:1.10.20</p> <p>Reviewed: 23.11.20</p> <p>Reviewed: 04.01.21</p>	

				<p>Open Day is to be replaced with promotional video.</p> <p>Jan 21 – Danbury &amp; Stubbers to be reviewed.</p> <p>Danbury moved to April 22 (for Year 4)</p> <p>Online parents evening to be organised for Spring Term.</p>	<p>21.01.21</p> <p>21.01.21</p>	
<b>Finance</b>	Additional costs incurred due to COVID19 are understood and clearly documented.	Unclear as to what expenses may be reimbursed going forward.	H	<p>Finances closely monitored and adjusted by Business Managers to ensure the financial impact of COVID-19 is tracked and understood.</p> <p>Additional expenses logged and any reimbursement opportunities closely monitored.</p>	<p>On-going</p> <p>On-going</p>	<p>L</p> <p>M</p>
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM			<p>Additional expenses logged and any reimbursement opportunities closely monitored.</p>	<p>On-going</p>	<p>M</p>
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.			<p>Finances closely monitored and adjusted by Business Managers to ensure the financial impact of COVID-19 is tracked and understood.</p>	<p>On-going</p>	<p>L</p>

	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"> <li>• Cleaning</li> <li>• IT support</li> <li>• Catering</li> </ul>	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
<b>Before and after school clubs</b>	Approach in place for before/after school clubs implements the necessary protective measures including restricted attendance	Assessing need/uptake & reviewing guidance on requirements in event of opening.		Wrap around care started 3.9.20 following risk assessment.  Children kept within same bubbles as school day.  'Club' located in school hall to allow distancing.  January Lockdown – After School Club suspended. Morning Club running for key worker groups.	Reviewed:3.9.20 Reviewed:1.10.20 Reviewed: 23.11.20  04.01.21	