

COVID19: Re-opening Risk Assessment and Action Plan for Whole School

SCHOOL NAME: Buttsbury Junior School

OWNER: Ann Robinson

DATE: 15/5/2020

Updated for re-opening for other year groups: **12th June 2020**

Updated for Whole School re-opening in September 2020 – **8th July 2020**

Further Updates based on Government Advice – Dated

Last Update – **4/11/2020**

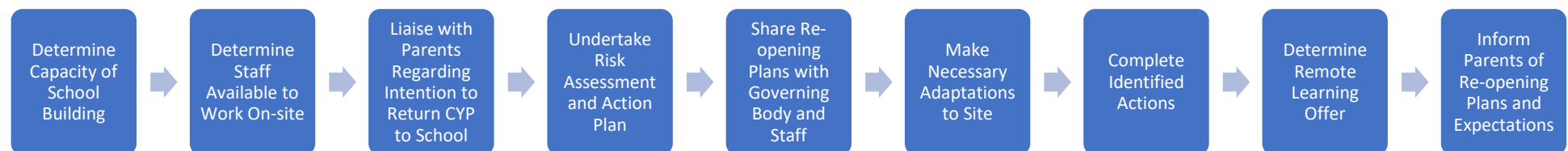
Purpose of this document:

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:

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

Steps of Re-opening Preparation:



Risk Assessment/ Action Plan Sections:

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| Theme | Control Measures | Risk to Implementation | Risk Level Pre-Action | Action Required / Decision Made | Action Completed Date | Risk Level Post-Action |
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| 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 | <i>Site Manager is unavailable</i> | <i>H</i> | <i>Source alternative suitably trained person from L & L Cleaning.</i> | <i>20/05/20</i> | <i>L</i> |
| | | <i>Site has been closed for prolonged period</i> | <i>M</i> | <i>Carry out a pre-opening premises inspection.</i> | <i>15/05/20</i> | <i>L</i> |
| | | <i>Food remains in the freezer</i> | <i>M</i> | <i>Commission a water treatment specialist to chlorinate and flush the complete system for all hot and cold water systems and certify the water system is safe before the buildings are reoccupied.</i> | <i>14/05/20</i> | <i>L</i> |
| | Entry and exit routes to the school are in place, any physical changes and/or signage required | <i>Bottlenecks likely at entrance to school. Social</i> | <i>M</i> | <i>Determine with the catering staff / school meals service how left over frozen food should be dealt with and action as appropriate.</i> | <i>15/05/20</i> | <i>L</i> |
| | | | | <i>One way system in place to enter and exit the school. Signage in</i> | <i>26/05/20</i> | <i>L</i> |

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| | | | | <i>lettings will re-start on 28th Sept.</i> | | |
| | Consideration given to the arrangements for any deliveries. | <i>Social distancing hard to maintain if deliveries are brought into school.</i> | M | <i>Delivery drivers to call Office and arrange an outside point to leave deliveries.</i> | 11/5/2020 | L |
| Emergency Evacuations | 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> | <i>Current evacuation routes could cause multiple groups/bubbles of people to come into contact.</i> | M | <i>Evacuation procedure shared with all staff and children – small groups mean that there is little risk of contact.</i> | 15/5/2020 8/7/2020 | L |
| | Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff. | <i>Need to ensure all children can evacuate safely.</i> | H | <i>Children with mobility issues have full time one to one support and are also in downstairs classrooms with their own emergency exits. Each class to walk through the fire drill procedure so they know their exit routes.</i> | 8/7/2020 15/5/2020 | L |
| Cleaning and waste disposal | Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance. | <i>Risk of contamination from surfaces.</i> | H | <i>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc.</i> | 20/3/20 | L |

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| | | | | <p><i>are all thoroughly cleaned and disinfected regularly.</i></p> <p><i>Hand towels and handwash are to be checked and replaced as needed by Site Manager.</i></p> <p><i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</i></p> | | |
| | Capacity of cleaning staff is adequate to enable enhanced cleaning regime. | <i>Insufficient staff could mean that the enhanced regime cannot be met.</i> | <i>H</i> | <p><i>L & L have confirmed capacity. TAs/MDAs will assist by regularly cleaning throughout the day.</i></p> | <i>11/5/2020</i> | <i>L</i> |

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| | <p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p> | <p><i>No handwashing facilities for visitors.</i></p> <p><i>Classrooms do not have tissues.</i></p> <p><i>Low supply of soap.</i></p> | <p>M</p> | <p><i>Visitors' Toilet has handwashing facilities.</i></p> <p><i>Lidded bins in each classroom</i></p> <p><i>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</i></p> <p><i>Stock check and ordering schedule reviewed and order made.</i></p> | <p><i>12/6/2020</i></p> <p><i>11/5/2020</i></p> | <p>L</p> |
| | <p>Sufficient time is available for the enhanced cleaning regime to take place.</p> | <p><i>Cleaning is insufficient – contamination risk</i></p> | <p>M</p> | <p><i>All staff advised to work in areas away from the classroom after 4.00pm in order for cleaning to be undertaken.</i></p> | <p><i>19/5/2020</i></p> <p><i>8/7/2020</i></p> | <p>L</p> |
| | <p>Waste disposal process in place for potentially contaminated waste.</p> <p>Process in place for safe removal and/or disposal of face masks</p> | <p><i>No appropriate process in place – contamination risk</i></p> <p><i>Face masks present a contamination risk.</i></p> | <p>M</p> <p>M</p> | <p><i>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</i></p> <p><i>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</i></p> <p><i>Children to remove their own face masks</i></p> | <p><i>20/3/2020</i></p> <p><i>8/7/2020</i></p> | <p>L</p> |

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| | | | | <i>and store – double bagged – if not disposable. If disposable, children are to double bag and then place in the tissue bin. Children then to wash hands.</i> | | |
| Classrooms | Classrooms have been re/arranged to allow as much space between individuals as practical. <i>Desks are side by side and front facing.</i> | <i>Children not able to sit forward facing.</i> | <i>M</i> | <i>Tables rearranged to enable all children to sit forward facing.</i> | <i>11/5/2020</i> <i>8/7/2020</i> | <i>L</i> |
| | Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment or stationery should be <i>limited to the bubble.</i> | <i>Sharing of resources/books could result in cross-contamination.</i> | <i>L</i> | <i>All equipment that is used will be cleaned after individual use if shared with another bubble.</i> | <i>20/3/2020</i> <i>8/7/2020</i> | <i>L</i> |
| | <i>Non-essential Resources which are not easily washable or wipeable have been removed.</i> | <i>Chairs near the Office have been replaced with plastic chairs.</i> | <i>M</i> | <i>Remove chairs. Bed only to be used in emergency e.g. if a child faints.</i> | <i>8/7/2020</i> <i>13/5/2020</i> | <i>L</i> |

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| 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"> • Designated Safeguarding Lead (DSL) • SENCO • Caretaker/site member • Office staff member | <i>Insufficient staff</i> | H | <p><i>Staff audit re: available to work on-site from 1st June</i></p> <p><i>Arrange cover as required –</i></p> <p><i>DSL – School has two DSLs so not an issue</i></p> <p><i>SENCO – Ann Robinson Site Manager – L & L</i></p> <p><i>Office Staff – internal or SBM Services</i></p> | 7/5/2020 | M |
| | <p>Approach to staff absence reporting and recording in place. All staff aware.</p> | <i>SLT unaware of staff absence</i> | H | <p><i>Current arrangements – contact HT – remain in place.</i></p> | 11/5/2020 | L |
| | <p>Risk assessments in place for those who were previously working from home due to shielding (clinically vulnerable category) and appropriate arrangements in place for mitigating risk are identified.</p> | <i>Staff unable to socially distance</i> | M | <p><i>Individual staff members advised to socially distance.</i></p> <p><i>Individual risk assessment in place for each member of staff.</i></p> | 15.5.20 and 26.6.20 8/7/2020 | L |
| | <p>Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and</p> | <i>Shortages of staff</i> | M | <p><i>School has additional staff which can be assigned if needed.</i></p> | 11/5/2020 | L |

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| | safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts. | | | | | |
| | Approaches for meetings and staff training in place. | <i>Social distancing not maintained</i> | <i>M</i> | <i>No support staff meetings; brief meetings for teachers in the hall as required.</i> <i>Training will take place in small groups, socially distanced.</i> | <i>14/5/2020</i> <i>8/7/2020</i> | <i>L</i> |
| | Consideration given to staffing roles and responsibilities with regards to the contingency for remote provision alongside in-school provision. | <i>Staff workload</i> | <i>L</i> | <i>PPA still provided for teachers – cover by TAs. Additional management time for Year Group Leaders – cover by regular non-assigned teachers. Non-class based DHT to provide work for remote learning if the Bubble teacher is unable to do this from home due to illness.</i> | <i>11/5/2020</i> <i>8/7/2020</i> | <i>L</i> |
| | Consideration given to the options for redeployment of staff to support the effective working of the school. If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with. | <i>TA s could be required to lead some groups as not enough teachers on site to cover numbers.</i> | <i>L</i> | <i>Not an issue at present as we have surplus staff but will review if needed.</i> | <i>11/5/2020</i> | <i>L</i> |

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| | <p>Approach to support wellbeing, mental health and resilience in place, including bereavement support</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p> | <p><i>Mental health and well-being are not supported. Staff are unaware of how to access support.</i></p> | <p>M</p> | <p><i>Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service</i> https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx</p> | <p>19/5/2020</p> | <p>L</p> |
| | <p>Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance. Process in place for use of the limited number of self-testing kits.</p> | <p><i>Staff are not aware of how to access tests</i></p> | <p>M</p> | <p><i>Staff briefing clarifies the route to access tests</i></p> | <p>19/5/2020 8/7/2020</p> | <p>L</p> |
| | <p>The approach for inducting new starters has been reviewed and updated in line with current situation.</p> | <p><i>New starters are not inducted appropriately.</i></p> | <p>M</p> | <p><i>The school has no new starters at present.</i></p> | <p>11/5/2020</p> | <p>L</p> |
| | <p>Return to school procedures are clear for all staff.</p> | <p><i>Staff are not aware of procedures.</i></p> | <p>M</p> | <p><i>All staff required to attend a briefing session before returning to work.</i></p> | <p>19/5/2020 8/7/2020</p> | <p>L</p> |
| | <p>Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.</p> | <p><i>Issues not concluded</i></p> | <p>L</p> | <p><i>HR processes to continue remotely using Zoom</i></p> | <p>11/5/2020</p> | <p>L</p> |

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| | <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> | <p><i>Visitors may not be able to social distance. PPE may not be available.</i></p> | M | <p><i>Check with the contractor any requirements their employer has specified before visit. Share school protocols</i></p> <p><i>Contractors not to work near the children or staff.</i></p> | 11/5/2020 | L |
| | <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><i>Externally employed adults do not follow protocols.</i></p> | H | <p><i>No additional staff in the school building.</i></p> <p><i>External staff e.g. sports coaches, are required to attend a pre-return briefing session and follow all school guidelines.</i></p> | <p>20/3/2020</p> <p>4.11.2020</p> | L |
| 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><i>Bubble groups cannot be maintained.</i></p> | H | <p><i>Year group bubbles in Year 5 and 6 to enable specialist teaching.</i></p> <p><i>Year Group bubbles introduced in Years 3 and 4.</i></p> <p><i>Children seated in class bubbles within maths sets and clubs etc to reduce number of close contacts.</i></p> | <p>20/3/2020</p> <p>8/7/2020</p> <p>4/9/2020</p> <p>4/11/2020</p> | L |

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| | | | | <i>Parental survey undertaken on 5.11.2020 showed that clubs are primarily needed for child care so they will continue in bubble/class groups.</i> | <i>5/11/2020</i> | |
| | Staffing allocations to groups determined, <i>minimising contact with multiple groups as much as possible.</i> | <i>Inadequate staffing levels; inconsistent staff</i> | <i>M</i> | <i>Groups have the same teacher wherever possible. Unallocated staff means that concerns regarding staff numbers are minimised</i> | <i>15/5/2020</i> <i>8/7/2020</i> | <i>L</i> |
| 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 <i>without reducing teaching time.</i> • 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 | <i>Delivery of the specialist curriculum e.g. Music and PE means more than one teacher per bubble.</i> | <i>H</i> | <p><i>Toilet breaks link with main breaks so they are also staggered.</i></p> <p><i>Organise the school into zones per bubble to reduce movement and interaction between bubbles in corridors and communal space.</i></p> <p><i>Staff are required to wear face coverings in the Entrance Hall, Staff Room (unless socially distanced whilst sitting eating), the staff room corridor and the staff toilets.</i></p> | <i>15/5/2020</i> <i>12/6/2020</i> <i>8/7/2020</i> <i>30/8/2020</i> <i>14/10/2020</i> | <i>L</i> |

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| | | | | <p><i>All parents/carers required to wear a face covering when on the school premises.</i></p> <p><i>MDAs to wear a visor in the Dining Hall.</i></p> <p><i>Staff and visitors are required to wear a face covering in ALL communal areas.</i></p> | 4.11.2020 | |
| Approach to avoiding children and young people entering school congregating and breaching social distancing is in place. | <i>Children gather together at the start/end of the day.</i> | M | <p><i>On arrival, students move straight to their class room and sit at named table and wait for rest of class to arrive/class to begin.</i></p> <p><i>Parents encouraged to collect their child from school.</i></p> | 15/5/2020 8/7/2020 | L | |
| Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches. | <i>Potential contamination risk</i> | M | <p><i>Handwashing and cleaning (if needed)</i></p> <p><i>Conversations with parents</i></p> <p><i>Risks assessments and individualised approach in place for students who might struggle to follow expectations</i></p> <p><i>Weekly reminders put in newsletter as not all parents are social distancing.</i></p> | 15/5/2020 12/9/2020 | L | |

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| | Approach to assemblies – if still occurring, plan in place to manage social distancing. | <i>Social distancing not possible.</i> | H | <p><i>Most assemblies will be bubble based. One assembly per week will be in the hall – the hall is very large so there is no risk of the bubbles mixing.</i></p> <p><i>Assembly provision reviewed – the Hall is very large so two bubbles will in the hall at once – one at the front, one at the back. There will be a 5m gap between them and the bubbles come in from opposite sides of the school so there is no risk of crossing.</i></p> | <p>11/5/2020</p> <p>8/7/2020</p> <p>From 28/9/2020</p> | L |
| | Social distancing plans communicated with parents, including approach to breaches. | <i>Parents not aware of procedures and potential impact</i> | M | <i>Communicated prior to return to parents</i> | 15/5/2020 | L |
| | <p>Arrangements in place for the use of the playground, including equipment.</p> <p>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.</p> | <i>Social distancing cannot be maintained</i> | H | <p><i>Each group has an allocated break/lunch time and an allocated zone.</i></p> <p><i>Outdoor equipment will continue not to be used due to the enhanced cleaning level that will be required.</i></p> | <p>15/5/2020</p> <p>8/7/2020</p> | L |
| Catering | Arrangements in place to provide food to CYP on site, including the | | | | 1/6/2020 | |

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| | <p>requirement of universal free school meals.</p> | <p><i>School kitchen has been closed.</i></p> <p><i>All catering staff shielding, unable to return to work onsite from 1st June.</i></p> | <p><i>M</i></p> <p><i>H</i></p> | <p><i>Re-open kitchen to provide hot or cold meals for children.</i></p> <p><i>Liaise with neighbouring schools regarding meals</i></p> <p><i>Redeployment of other members of staff.</i></p> <p><i>School kitchen has been open since June 2020 – separate risk assessment is in place.</i></p> | <p><i>8/7/2020</i></p> | <p><i>L</i></p> <p><i>L</i></p> |
| | <p>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.</p> | <p><i>Social distancing not maintained.</i></p> | <p><i>M</i></p> | <p>Distinct lunch sittings for each bubble. Salad bar closed. Procedures for collecting food/scraping trays in place. Two distinct lunch times in operation to further ensure no mixing of bubbles. if some children from different bubbles are in the hall at the same time, due to overflow, children to remain 2m apart at all time so bubbles do not mix.</p> | <p><i>15/5/2020</i></p> <p><i>8/7/2020</i></p> <p><i>21/9/2020</i></p> | <p><i>L</i></p> |

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| | Arrangements for food deliveries in place | <i>Lack of social distancing</i> | <i>M</i> | Drivers to leave deliveries in an agreed external place. | <i>15/5/2020</i> | <i>L</i> |
| | Summer holiday food vouchers for eligible children ordered. | <i>Eligible children do not receive their food vouchers</i> | <i>L</i> | Food vouchers ordered and received. | <i>8/7/2020</i> | |
| PPE | PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place. | <i>Shortage of PPE</i> | <i>H</i> | Initial PPE equipment in school prior to re-opening. Regular stock takes undertaken. | <i>15/5/2020</i> | <i>L</i> |
| 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 | <i>Robust procedure not in place; risk of infection not controlled.</i> | <i>H</i> | School's response and protocol is shared in briefing meetings and paper copies also shared. | <i>19/5/2020</i> | <i>L</i> |
| | Process in place to engage with the Test and Trace and contact tracing processes. Refer to ECC and Public Health Guidance for further information. | <i>School does not engage with contact tracing approaches.</i> | <i>M</i> | School follows advice from PHE and ECC. | <i>8/7/2020</i> | <i>L</i> |
| | Approach and expectations around school uniform | <i>Parents are unaware of school expectations.</i> | <i>L</i> | <i>Expectations shared in the parent information</i> | <i>15/5/2020</i> | <i>L</i> |

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| Pupil Re-orientation back into school after a period of closure/ being at home | determined and communicated with parents. | | | <i>letter. Children are expected to wear school uniform, including black shoes every day.</i> | <i>8/7/2020</i> | |
| | Changes to the school day/timetables shared with parents. | <i>Robust procedure not in place; risk of infection not controlled.</i> | <i>M</i> | School's response and protocol is shared in briefing meetings and paper copies also shared. | <i>19/5/2020</i> | <i>L</i> |
| | All students instructed to bring a water bottle each day. Water fountains not in use. | <i>Robust procedure not in place; risk of infection not controlled.</i> | <i>M</i> | School's response and protocol is shared in briefing meetings and paper copies also shared. | <i>19/5/2020</i> | <i>L</i> |
| | Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place. | <i>Limited support for well-being/mental health.</i> | <i>M</i> | <i>School has access to counselling service and also an in-school mentor.</i> | <i>20/5/2020</i> | <i>L</i> |
| | Re-orientation support for school leavers is developed. | <i>Limited support for school leavers</i> | <i>M</i> | <i>School has access to counselling service and also an in-school mentor. Class teachers will support via small groups.</i> | <i>20/3/2020</i> | <i>L</i> |
| | Consideration of the impact of COVID19 on families and whether any additional support may be required: <ul style="list-style-type: none"> • Financial • Increased FSM eligibility • Referrals to social care and other support | <i>Insufficient understanding of the impact of COVID-19.</i> | <i>M</i> | <i>Teachers to make regular phone calls home.</i> <i>Parents reminded to contact the school if they need support in any way.</i> | <i>1/4/2020</i> | <i>L</i> |
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| | PPG/ vulnerable groups | | | | | |
| Remote Education Contingency Plan | All students have access to technology and remote learning is available to be shared as a contingency if needed. | <i>Bubble needs to self-isolate because of a positive case of COVID-19.</i> | M | <i>Remote learning pack is ready and available as required</i> | <i>1/6/2020 8/7/2020</i> | L |
| Transition into new year group What will need to be different this year because of COVID19? | 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"> • Primary to Secondary • Vulnerable children • Children with SEND • Year 2/3 Transition | <i>No transition programme in place due to rules relating to social distancing and return structure.</i> | L | <i>BJS to liaise with feeder secondary schools to ensure transition is planned in an appropriate manner. BJS to liaise with BIS regarding Year 2/3 transition and formulate a suitable transition programme to include virtual tours and meetings.</i> | <i>1/6/2020 and ongoing</i> | L |
| Safeguarding | Consideration given to any children who may need support with their return to school and consultation has been undertaken with the family and other agencies. | <i>Children previously deemed to be safer at home are returning to school and family are anxious about returning to school.</i> | M | <i>Review risk assessments for children to identify any support or arrangements needed for their return to school.</i> | <i>1/4/2020 and ongoing 8/7/2020</i> | L |

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| | Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures. | <i>Staff are not fully aware of CP policy and procedures.</i> | M | <i>Staff refresher training session on processes and procedures and the revised wellbeing material. Staff CPD session organised at the start of term.</i> | 21/4/2020 8/7/2020 | L |
| | Updated Child Protection Policy in place. | <i>CP policy does not reflect the current scenario</i> | H | <i>Adopted most recent Child Protection Policy is in place.</i> | 21.4.2020 8/7/2020 | L |
| | Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable children's return to school. | <i>No additional support is accessed.</i> | M | <i>Inclusion Manager is able to access support via email.</i> | Ongoing 8/7/2020 | 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. | <i>Management plans do not consider the current school context.</i> | M | <i>Review individual consistent management plans to ensure they include protective measures.</i> | Ongoing 8/7/2020 | L |
| Curriculum / learning environment | Current learning plans, revised expectations and required adjustments have been considered. | <i>Curriculum does not reflect current situation.</i> | M | <i>Changes made to approach e.g. no active marking, no group work. Active marking re-introduced</i> | 20/3/2020 For September 2020 | L |
| | Consideration has been given to what activity is more difficult/ not | <i>Curriculum does not reflect current situation.</i> | M | <i>Changes made to approach e.g. team sports, no group tasks.</i> | 20/3/2020 | L |

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| | <p>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 • Practical science lessons • DT/ FT <p>Whole school approach to adapting the curriculum (S/M/L term) including:</p> <ul style="list-style-type: none"> • Well-being curriculum • Recognising non-curriculum learning that has been done • Capturing pupil achievements/outcomes • Utilising the DfE ‘catch up’ funding and programmes | <p><i>Curriculum does not match current need. DfE funding is not used appropriately.</i></p> | | <p><i>No contact sport in PE lessons.</i></p> <p><i>Singing re-introduced in class lessons – children to face the front and not sing too loudly. Children to sing in Bubble groups in order to rehearse the school plays – children to face the front and be spread out. Windows to be open. Teacher to maintain social distance. All equipment is cleaned after use.</i></p> <p><i>Staff are trained and supported in classroom delivery style and aware of how best to provide students with additional support.</i></p> <p><i>Baseline assessments undertaken to ensure curriculum focuses on need and support is appropriately directed.</i></p> | <p><i>8/7/2020</i></p> <p><i>6/9/2020</i></p> <p><i>20/10/2020</i></p> | |
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| | Student behaviour policy reviewed if appropriate to reflect the current circumstances. | <i>Behaviour schemes do not support social distancing or have a risk of cross-contamination e.g. stickers</i> | M | <i>Reward systems revised and reduced to include bubble based rewards only – no 3PR, no Top Table, no Afternoon Tea</i> | 15/5/2020 8/7/2020 | L |
| CYP with SEND | Approach to provision of the elements of the EHCP including health/therapies. | <i>EHCP requirements are not actioned.</i> | M | <i>Inclusion Manager continues to support/monitor provision for children with EHCPs and access external support if required.</i> | 15/5/2020 | L |
| | Annual reviews. | <i>Meetings do not take place</i> | M | <i>Inclusion Manger to set up virtual meetings</i> | 20/3/2020 | L |
| | Requests for assessment. | <i>Requests not made</i> | M | <i>Inclusion Manager to liaise with parents and complete and submit relevant paperwork</i> | 20.3.2020 | L |
| | Consider any young people who may need support with their return to school and consult with the family and other agencies involved. | <i>No support is available.</i> | M | <i>Inclusion Manager to work with identified families and provide support as required e.g. social stories</i> | 8/7/2020 | L |
| Attendance | Approach to promoting and supporting attendance for all pupils, including those who may be anxious. | <i>Attendance Policy is not followed.</i> | M | <i>Attendance policy to be implemented; support provided from Attendance Officer, Inclusion Manager and School Mentor.</i> | 8/7/2020 | L |
| Communication | Information shared with staff around the full re-opening plan, returning to site, amendments to | <i>Staff not aware of re-opening plan</i> | H | <i>All staff required to attend a briefing</i> | 10/5/2020 8/7/2020 | L |

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| | usual working patterns/practices and groups. | | | <i>meeting prior to school re-opening</i> | | |
| | Governors consulted on full opening plans. Union representatives and staff consulted on full opening plans. Risk assessment published on website. | <i>Governors and staff not aware of procedures</i> | <i>M</i> | <i>Plans shared with Chair and Vice-Chair. Plans discussed at GB meetings Staff consulted.</i> | <i>20.3.2020 and ongoing</i> <i>8/7/2020</i> | <i>L</i> |
| | Communications with parents: <ul style="list-style-type: none"> • Plan for full re-opening • Social distancing plan • Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning • Attendance • Uniform • Behaviour • Test and Trace • Staggered Start and End times • Expectations when in school and at home (if self-isolating is necessary). | <i>Parents not aware of the re-opening plan</i> | <i>M</i> | <i>Letters sent periodically to inform parents of plans</i> | <i>20.3.2020 and ongoing</i> <i>8/7/2020</i> | <i>L</i> |
| | Pupil communications around: <ul style="list-style-type: none"> • Changes to timetable • Social distancing arrangements • Staggered start times | <i>Children are unaware of the expectations of them</i> | <i>M</i> | <i>Teachers to talk through the expectations with their group and re-iterate regularly. Each bubble of children</i> | <i>1.6.2020 and periodically as required.</i> <i>12/6/2020</i> | <i>L</i> |

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| | <ul style="list-style-type: none"> Expectations when in school and at home (if self-isolating is necessary). Travelling to and from school safely | | | <i>will have an 'expectations' assembly with their class teacher at the start of term.</i> | <i>8/7/2020</i> | |
| | On-going regular communication plans determined to ensure parents are kept well-informed | <i>Parents are unaware of school procedures</i> | <i>M</i> | <i>Letters, website updates, social media</i> | <i>20/3/2020</i> | <i>L</i> |
| Governors/ Governance | Meetings and decisions that need to be taken prioritised. | <i>Meetings do not take place as no alternative approach offered.</i> | <i>H</i> | <i>Virtual governing body meetings Additional meetings can be arranged if required.</i> | <i>21.4.2020</i> | <i>L</i> |
| | Governors are clear on their role in the planning and full re-opening of the school, including support to leaders. Approach to communication between Leaders and governors is clear and understood. | <i>Governors are unclear of their role</i> | <i>M</i> | <i>Chair circulated NGA guidance on the role of governors.</i> | <i>12.5.2020 8/7/2020</i> | <i>L</i> |
| School events, including trips | The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips. | <i>Lack of planning means visits are not cancelled or adapted if appropriate.</i> | <i>L</i> | <i>Day trips will now go ahead if visit location is fully COVID-19 compliant. Extra coaches booked to ensure travel is in bubbles.</i> | <i>20.3.2020 and ongoing until 20.4.2020 8/7/2020</i> | <i>L</i> |

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| Finance | Additional costs incurred due to COVID19 are understood and clearly documented. | <i>School is not aware of the financial impact of COVID19</i> | <i>M</i> | <i>Finance Officer and Finance Consultant regularly review the financial situation and report to governors.</i> | <i>Ongoing</i> | <i>L</i> |
| | Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting. | <i>School is not aware of the financial impact of COVID19</i> | <i>M</i> | <i>Finance Officer and Finance Consultant regularly review the financial situation and report to governors.</i> | <i>Ongoing</i> | <i>L</i> |
| | Insurance claims, including visits/trips booked previously. | <i>School does not receive financial reimbursement from insurance company</i> | <i>H</i> | <i>IOW visit – school sought advice from insurance company – many weeks ago – to ensure full refund.</i> | <i>9.3.2020</i> | <i>L</i> |
| Before and After School Clubs | Approach in place for before and after school clubs to ensure the necessary protective measures are in place. | <i>Before and After School Clubs do not operate safely.</i> | <i>M</i> | <i>Clubs are currently cancelled to ensure no mixing of Bubbles. CAT Club will operate but has a separate risk assessment. Year Group Bubble Clubs were re-introduced Week Commencing 28th September with clear areas of operation/collection to ensure no mixing of bubbles.</i> | <i>8/7/2020 26/9/2020</i> | <i>L</i> |