

# COVID19: Full Opening Risk Assessment and Action Plan

SCHOOL NAME: Danbury Park Community Primary School

OWNER: Carol Gooding

DATE: 9<sup>th</sup> July 2020

REVISED: 17<sup>th</sup> July 2020 after consultation with staff and governors

26<sup>th</sup> August 2020 ratified by the full governing body

10<sup>th</sup> September 2020 after consultation with staff

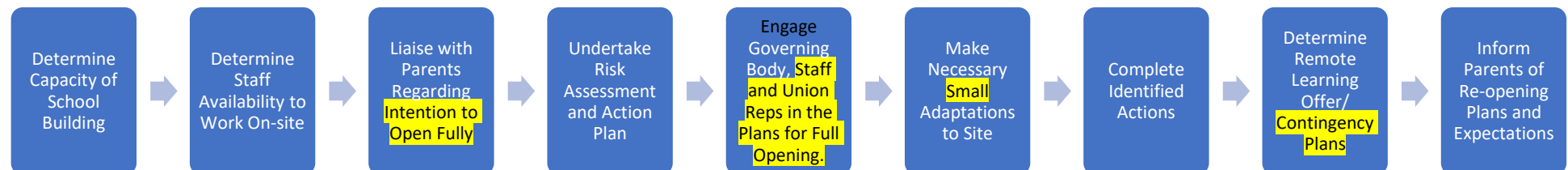
## Purpose of this document:

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

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

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

## Steps of Full Opening Preparation:



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

<b>Engagement in Risk Assessment and Planning</b> .....	3
<b>Preparing Buildings and Facilities</b> .....	3
<b>Emergency Evacuations</b> .....	5
<b>Cleaning and waste disposal</b> .....	5
<b>Staffing</b> .....	8
<b>Group Sizes</b> .....	13
<b>Social Distancing</b> .....	14
<b>Transport</b> .....	16
<b>Catering</b> .....	17
<b>PPE</b> .....	17
<b>Response to suspected/ confirmed case of COVID19 in school</b> .....	18
<b>Remote Education Contingency Plan</b> .....	20
<b>Transition into new year group</b> .....	20
<b>Safeguarding</b> .....	20
<b>Curriculum / learning environment</b> .....	21
<b>CYP with SEND</b> .....	23
<b>Attendance</b> .....	23
<b>Communication</b> .....	24
<b>Governors/ Governance</b> .....	25
<b>School events, including trips</b> .....	26
<b>Finance</b> .....	26

*\*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>Preparing Buildings and Facilities</b>	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> <li>• Water treatments</li> <li>• Fire alarm testing</li> <li>• Repairs</li> <li>• Grass cutting</li> <li>• PAT testing</li> <li>• Fridges and freezers</li> <li>• Boiler/ heating servicing</li> <li>• Internet services</li> <li>• Any other statutory inspections</li> <li>• Insurance covers reopening arrangements</li> </ul>		L	<p>Site has been open throughout lockdown period.</p> <p>Kitchen has been operational since 08/06/2020.</p> <p>All H&amp;S premises checks have been routinely carried out during lockdown.</p> <p>All routine premises checks have been scheduled for the summer break.</p> <p>02.09.2020 - Manager's Termly H&amp;S Premises Inspection <b>took place. Mr P Irvine, H&amp;S governor accompanied the SLT.</b></p>	<b>02.09.2020</b>	L
	Office spaces re-designed to allow office-based staff to work safely.		L	Adequate spacing between all three desks.	08.07.2020	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.		M	<p>2m distance markings in place at front entrance.</p> <p>Staggered start and end to school days:  A, B, C via vehicular gate access  D, E, F via playground gate  G, H J via staff carpark, into KS2 playground</p> <p><b>See separate timetable for details.</b></p>	<b>22.07.2020</b>	L

				<p>One way system controlled by staff in place for pupils to enter and exit the school buildings via playgrounds using class external doors</p> <p>Only 1 adult and family in front foyer at any one time.</p> <p>Corridors may be used by pupils in case of emergency and requiring more complex first aid than simple graze and to access asthma pumps and medication.</p>		
	Consideration given to premises lettings and approach in place.	<p>Consideration needs to be given to the mixing of groups of children and thorough cleaning after use e.g. gym equipment and dining tables.</p> <p>Additional cleaning staff /time would be required to clean all room used plus children's toilets so these would need to be met by hirer.</p>	H	No lettings until October half-term	08.07.2020	L
	Consideration given to the arrangements for any deliveries.	Congestion in office lobby	M	<p><b>Office</b> Social distancing in front reception lobby to be maintained. Deliveries to be left in front reception area for moving into main building by staff</p> <p><b>Kitchen</b> Deliveries to be left in kitchen lobby area for moving into main kitchen by staff.</p>	08.07.2020	L

<p><b>Emergency Evacuations</b></p>	<p>Evacuation routes are confirmed, and signage accurately reflects these. NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</p>	<p>Social distancing to be maintained</p>	<p>M</p>	<p>Existing procedures using external doors from classrooms allow for social distancing as long as followed by individuals.</p> <p>Classes can line up at muster point and maintain distance between groups.</p>	<p>08.07.2020</p>	<p>L</p>
<p><b>Cleaning and waste disposal</b></p>	<p>Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non healthcare settings guidance</u>.</p>		<p>L</p>	<p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>LSAs/teachers to clean classroom contact points, surfaces and door handles at break time.</p> <p>Cleaner/MDAs to carry out at lunchtime.</p> <p>Hand towels and handwash are to be checked and replaced as needed by LSAs, teachers, office and cleaning staff.</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p> <p>LSA/teacher to wipe door handles, locks and toilet flush after break time.</p> <p>MDAs/cleaners to during lunch break</p>	<p>08.07.2020</p>	<p>L</p>
	<p>Cleaning staff capacity is adequate to enable enhanced cleaning regime.</p>		<p>L</p>	<p>MDA, who is also cleaner, to be diverted from lunchtime to enhanced cleaning duties.</p> <p>Relief cleaner is available in case of staff absence.</p>	<p>08.07.2020</p>	<p>L</p>

	<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>		L	<p>Hand sanitiser available at the school entrance</p> <p>Bins with liners in corner of classrooms or cloakrooms. To be placed inside black bag and placed in external rubbish bins daily by cleaners and caretaker wearing gloves.</p> <p>Hand sanitisers and sanitising spays and cloths in each room.</p> <p>Disposable tissues, in each classroom to implement the 'catch it, bin it, kill it' approach</p> <p>Stock check and ordering schedule reviewed and order made.</p> <p><b>In case of suspected COVID-19 case</b> Waste bags to be labelled with date of collection.</p> <p>Waste to be removed by caretaker and cleaners wearing gloves and stored for 72 hours in oil take storage area before placing in rubbish collection bins.</p>	08.07.2020	L
	<p>Sufficient time is available for the enhanced cleaning regime to take place.</p>		M	<p>Teaching staff advised to leave the site by 4.45pm in order for cleaning of classrooms and pupil toilets to be undertaken.</p> <p>Office staff to leave the site by 5.00pm.</p>	08.07.2020	L
	<p>Waste disposal process in place for potentially contaminated waste.</p>		M	<p><b>In case of suspected case of COVID-19</b> Waste bags and containers - kept closed and stored separately from communal waste for 72 hours.</p>	08.07.2020	L

				<p>Bags to be labelled with date of collection. Caretaker to put bags in bins after 72 hour period.</p> <p>Waste collections made when the minimum number of persons are on site (i.e. outside normal opening hours).</p>		
	Process in place for safe removal and/or disposal of face masks.		L	Clinical waste bin in Medical Room	08.07.2020	L
	Classrooms have been re/arranged to allow as much space between individuals as practical.		L	<p>Classrooms rearranged by 22.07.2020</p> <p>Classrooms checked by SLT 02.09.2020</p>	02.09.2020	L
	Classroom entry and exit routes have been determined and appropriate signage in place.		M	<p>One entry/exit for children (external doors); one for adults (internal doors to corridors/other rooms).</p> <p>Signs made by teachers by 22.07.2020</p>	02.09.2020	L
	<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources.</p> <p>NB: sharing of equipment should be limited to the bubble. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].</p> <p>Non-essential equipment or resources which are not easily washable or wipeable have been removed.</p>		M	<p>All rooms cleared of unnecessary/unsuitable resources, equipment and stores by 22.07.2020</p> <p>All rooms checked by SLT 02.09.2020</p> <p>SEND LSAs to clean laptops after use by individual pupil.</p>	<p>02.09.2020</p> <p>08.07.2020 17.07.2020</p>	L
			M			L

	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.	Assignment of responsibility for cleaning of PE and IT equipment	M	<p>Laptop trolleys and PE equipment not to be used until responsibility/rota has been assigned in September.</p> <p>09.09.2020 Rota and timetable now in place allowing for cleaning between use by class bubbles.</p> <p>Posters in place.</p> <p>e-Bug posters displayed:</p> <ul style="list-style-type: none"> <li>• <u>Horrid hands</u></li> <li>• <u>Super sneezes</u></li> <li>• <u>Hand hygiene</u></li> <li>• <u>Respiratory hygiene</u></li> <li>• <u>Microbe mania</u></li> </ul> <p>Posters displayed by teachers by 22.07.2020</p> <p>Rooms checked by SLT 02.09.2020</p>	17.07.2020  09.09.2020          02.09.2020	L
	Furniture arranged to minimise contact as much as possible e.g. Desks side by side, facing front, where age appropriate.		M	<p>Some classrooms are small so unnecessary storage units may need to be removed to ICT suite and corridors.</p> <p>Furniture arranged by teacher by 22.07.2020</p> <p>Rooms checked by SLT 22.07.2020 and 02.09.2020</p>	02.09.2020	M
<b>Staffing</b>	Staffing numbers required for entire eligible cohort have been determined	All staff are required to attend work from 1 <sup>st</sup> September 2020				



	<p>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"> <li>• Paediatric First aider (where children under 3yrs)</li> <li>• Designated Safeguarding Lead (DSL)</li> <li>• SENCO</li> <li>• Caretaker/site member</li> <li>• Office staff member</li> </ul>					
	Approach to staff absence reporting and recording in place. All staff aware.			In place	08.07.2020	
	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), and appropriate arrangements for mitigating risk are identified.	Class teacher who was shielding will return to school	M	<p>Year group taught are older and therefore more likely to socially distance.</p> <p>RA completed by 17.07.2020 and reviewed 02.09.2020</p>	02.09.2020	L
	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.		H	<p>Cover arrangements determined:</p> <ul style="list-style-type: none"> <li>• DH/SLT to cover for HT;</li> <li>• HLTA to cover for DH/SLT;</li> <li>• 3 trained DSLs;</li> <li>• HLTAs (SR, LA and LT) +LSA support to cover for teachers.</li> </ul>	08.07.2020	M
	Consideration given to staff clothing expectations and information shared with staff.		L	No ties, loose scarves etc	08.07.2020	L
	Approaches for meetings and staff training in place.			<p>In place:</p> <ul style="list-style-type: none"> <li>• Zoom where possible;</li> </ul>	10.09.2020	

			<ul style="list-style-type: none"> <li>• School hall to be used for teacher and LSA meetings;</li> <li>• Social distancing observed in face-to-face situations;</li> <li>• Meetings to be held only if necessary and to be kept to a minimal time.</li> </ul> <p>Minutes to be taken and shared.</p>		
Staffing roles and responsibilities with regards to the contingency of remote provision alongside in-school provision agreed and communicated.		L	<p>Teachers and LSAs to be responsible for own classes.</p> <p>CKW rota to be put in place.</p> <p>Detailed contingency plan has been agreed by teaching staff.</p> <p>Plan to be written and shared with stakeholders by 24.09.2020</p> <p>Pupils transferred to new class groups on Google Classrooms 02.09.2020</p>	08.07.2020	L
<p>Consideration given to the options for redeployment of staff to support the effective working of the school.</p> <p>If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.</p>			Not required at this time.	08.07.2020	
Approach to support wellbeing, mental health and resilience in place, including bereavement support		L	<p>Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service</p> <p><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></p>	08.07.2020	L

How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.			The Bereavement Policy is in place.		
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.			In place according to government guidelines and availability of current tests.  <b>01.09.2020 Kits received.</b>  Information shared with staff	08.07.2020  <b>01.09.2020</b>	
The approach for inducting new starters has been reviewed and updated in line with current situation.			In place. One new starter - MDA	08.07.2020	
Return to school procedures are clear for all staff.			RA to be shared as written and reviewed from 10.07.2020.  Detailed role specific information shared by 02.09.2020.	<b>02.09.2020</b>	
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.			N/a		
Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.			N/a		
Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.		M	Office staff to check with the contractor any requirements their employer has specified before visit. Office staff to share school protocols.	07.08.2020	L

	<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>If contractors are not fully in agreement with requirements then they will be asked to leave.</p> <p>Visitors' access to school is limited to essential needs/services only.</p> <p>Parent access to the school building and playground is not granted at this time. Parents may come into the school office but this is limited to one family in the front reception area at a time. Office staff remain at a distance of 2m from the window.</p>	<p>10.09.2020</p>	
	<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>M</p> <p>Music Lessons discussed with Essex Music Services (guitar), Sue Long (piano) and Rachel Davidson (woodwind).</p> <p>Music lessons with Essex Music Services and Rachel Davidson suspended until further notice due to lack of available safe space.</p> <p>Piano lessons with Sue Long to resume 14.09.2020 in music room. External and internal doors to be left open to allow good ventilation; piano to be sanitised after use, children to wash hands before and after lesson.</p> <p>RA and procedures received from Premier Sports. School procedures and RA shared with Miss Trott by 02.09.2020.</p>	<p>10.09.2020</p> <p>10.09.2020</p>	<p>L</p>

				<p>Equipment to be sanitised by Miss Trott between lessons.</p> <p>PPA Cover (French) – school procedures shared with Madame Dekhar 02.09.2020.</p> <p>Mme Dekhar has been shielding so additional precautions agreed:  Mme Dekhar to wear face mask when moving around the school, to wear clear visor if she feels necessary, to use own laptop to deliver lessons, to sanitise teachers' desk/table after use.</p>	<p>10.09.2020</p> <p>10.09.2020</p>	
<b>Group Sizes</b>	<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>UKS2 toilets to be shared by classes A, B and C</p> <p>LKS2 toilets to be shared by classes D, E and F</p> <p>No other facilities are available in school to spread the load.</p> <p>Both to be accessed by external doors.</p> <p>Pupils to be encouraged to use the toilets at specified, allocated times.</p>	M	<p>Bubble set at the size of each class and to be no more than the year group size of 30</p>	07.08.2020	M

	Staffing allocations to groups determined, minimising contact with multiple groups as much as possible.	LSAs supporting SEND pupils may need to move across bubbles.	M	Teachers and LSAs to be allocated to classes as per existing arrangements including job-shares.  SEND LSAs' movement between bubbles is minimised as far as is possible taking into account pupils' needs and adults' well-being.	08.07.2020	M
<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 and accidents</li> <li>• First Aid</li> </ul>		M	<p>Bubbles = class groups.</p> <p>Timetable staggered based on keeping class groups apart. See timetable.</p> <p>Pupils to be based in their own rooms with no need to move around</p> <p>Classes A, B, C, D, E and F to use external doors to access toilets from classrooms and toilet.</p> <p>Should a toileting accident occur, pupils are encouraged to change themselves into dry clothes (from PE bags or office supply). In case of excessive soiling, a parent may be telephoned to come to school to assist with intimate cleaning.</p> <p>First Aid packs are provided for each class. Pupils are encouraged to clean minor scrapes and grazes themselves and apply plaster. Cold packs are collected from the PPA room and from the Infant library by staff. Class teachers inform parents of any bumped heads (note/ speaking with parent</p>	<p>08.07.2020</p> <p>10.09.2020</p> <p>10.09.2020</p>	L

				<p>depended on severity of injury and age of pupil).</p> <p>More complex First Aid including vomiting is undertaken by the Office Staff. PPE equipment (masks, gloves are worn) to allow closer contact with pupil.</p> <p>Pupils who are unwell and may need to go home are cared for by the school office. PPE is provided I close contact is required.</p> <p>Asthma pumps are stored in the office and pupils requiring pumps report to the office so that office staff can oversee correct usage.</p>		
	Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.		H	<p>Staggered entries and exits using three access points into school building.</p> <p>On arrival, pupils go straight to their classroom and sit at named table and wait for rest of class to arrive/class to begin.</p>	08.07.2020	M
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.		H	<p>Expectations shared via letters to parents.</p> <p>Reminders to be given in weekly newsletter.</p> <p>Handwashing and cleaning (if needed)</p> <p>Conversations with parents.</p> <p>Risks assessments and individualised approach in place for students who might struggle to follow expectations</p>	10.09.2020	M

	Approach to assemblies – if still occurring, plan in place to manage social distancing.	Currently assemblies are cancelled. Bringing all children together for assembly would breach the bubble arrangements.  HT whole school assemblies on Mondays and Fridays to be delivered by zoom.			10.09.2020	
	Social distancing plans communicated with parents, including approach to breaches.		H	Letter to parents explained expectations regarding social distancing (no guarantee of school keeping pupils socially distanced) and that school would be requiring staff to follow social distancing so there would be no close interaction between staff and children.  Home-school agreement in place and shared with parents. Expectations and sanctions explicitly shared in letter to parents.  Reminders in weekly newsletter	10.09.2020  Also on 08.08.2020 20.05.2020 05.06.2020	M
	Arrangements in place for the use of the playground, including equipment.		H	Playgrounds is zoned and areas allocated to each class.  Adventure play equipment and trails will not be used for the first half of the Autumn Term.	08.07.2020	L
<b>Transport</b>	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.		M	Letter to parents explaining arrangements and expectations.	08.07.2020  Also 05.06.2020	L



	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 pupils who have no alternative, to access public transport safely, adhering to social distancing protocols where possible.			N/a		
	Arrangements in place with transport providers to support any staggered start/end times.			N/a		
<b>Catering</b>	Arrangements in place to provide food to pupils on site, including the requirement of universal free school meals.		M	Kitchen has been opened during lockdown.  See revised specific arrangements for kitchen.	08.07.2020	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.		M	See separate timetable and arrangements.	08.07.2020	L
	Summer Holiday Food vouchers for eligible CYP ordered.			In place	08.07.2020	
<b>PPE</b>	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.		M	Face coverings are not to be worn by teaching or office staff in school unless agreed with the HT as part on an individual risk assessment.  Kitchen staff will wear face coverings when working in the kitchen and hall but these	10.09.2020	L

				<p>may be removed to facilitate service of food to the pupils.</p> <p>A face mask and gloves are work by staff when administering close proximity First Aid.</p>		
<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>		M	<p>In place</p> <p>School will follow current government guidance.</p>	08.07.2020	L
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> <li>• Approach to relocating pupil away from certain parts of the school to clean, if possible</li> <li>• Cleaning procedure in place</li> <li>• Arrangements for informing parent community in place</li> </ul>		M	<p>In place</p> <p>School will follow current government guidance.</p>	08.07.2020	L
	<p>Process in place to engage with the Test and Trace and contract tracing process.</p> <p>Refer to ECC and public health guidance for more information.</p>		M	<p>In place</p> <p>School will follow current government guidance.</p>	08.07.2020	L

	Approach and expectations around school uniform determined and communicated with parents.		M	Pupils to wear school uniform.  E-mail and newsletter to parents to be sent 17.07.2020 and 02.09.2020	08.07.2020	L
	Changes to the school day/timetables shared with parents.		M	E-mail and newsletter to parents to be sent 17.07.2020 and 02.09.2020	08.07.2020	L
	All students instructed to bring a water bottle each day. Water fountains not in use.		H	All pupils have water bottles. Water fountains have been disabled.  Classes G, H and J have drinking quality water available in class.  Jugs to be provided for classes F, E, D, C, B and A to be filled with drinking water by LSAs at the end of each morning session for pupils to refill water bottles during the afternoon session if required.	10.09.2020	L
	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.		M	Opportunities for pupils to attend school for one day in place WB 06.07 and 13.07.  Teachers have met with pupils on Google Meet.	08.07.2020	L
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.		L	SENCO to co-ordinate with well-being mentors. Bereavement policy in place. Support available from bccs and Farleigh Yo-Yo Project.	08.07.2020	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"> <li>• Financial</li> <li>• Increased FSM eligibility</li> <li>• Referrals to social care and other support</li> <li>• PPG/ vulnerable groups</li> </ul>		L	In place	08.07.2020	L
<b>Remote Education Contingency Plan</b>	All students have access to technology and remote learning offer is available to be switched on as a contingency when needed.	Bubble needs to self-isolate because of a positive case of COVID19.	L	<p>Remote learning contingency available and ready to be 'switched-on' when needed.</p> <p>Alternative paper based work will be posted if required.</p>	08.07.2020	L
<b>Transition into new year group</b>	Online/ website support for families and young people around transition.		L	In place using Google Classrooms	08.07.2020	L
<b>What will need to be different this year because of COVID19?</b>	<p>Plan for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face:</p> <ul style="list-style-type: none"> <li>• EY to Primary</li> <li>• Primary to Secondary</li> <li>• Vulnerable children</li> <li>• Children with SEND</li> <li>• Physical and sensory needs, including adaptations, equipment etc (lead in times)</li> </ul>		L	<p>All pupils offered opportunity to return to school for at least one day to have closure on this academic year.</p> <p>Meet your new teacher in place using Google Classrooms.</p> <p>SENCO has prepared personalised support for SEND pupils.</p> <p>Welcome to Year Group meeting information to be shared in September</p>	08.07.2020	L
<b>Safeguarding</b>	Consideration given to any pupil who may need support with their return to school and consultation has been undertaken with the family and other agencies involved.	Pupil previously deemed to be safer at home and family are anxious about returning to school.	M	<p>Risk assessments reviewed to identify any support or arrangements needed for their return to school.</p> <p>Additional support from LA requested</p>	08.07.2020	L

	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.		L	Information regularly shared with teaching staff and team leaders.  Staff refresher training session on processes and procedures and the revised wellbeing material to take place WB 02.09.2020.	08.07.2020	L
	Updated Child Protection Policy in place.		L	Adopted most recent Child Protection Policy. <b>To be ratified by governors 24.09.2020</b>  <b>Revised 01.09.2020 in light of revised KCSIE</b>	<b>10.09.2020</b>	L
	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable pupils to return to school.		L	In place	08.07.2020	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.		M	Individual consistent management plans are under continuous review to ensure they include protective measures where necessary.	08.07.2020	M
<b>Curriculum / learning environment</b>	Current learning plans, revised expectations and required adjustments have been considered.		L	Completed by 22 <sup>nd</sup> July	<b>10.09.2020</b>	L
	Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?		M	<b>Years 1 – 6</b> <b>Reviews completed by teachers for all National Curriculum subjects.</b>  <b>General principles:</b>	<b>10.09.2020</b>	L

	<p>Each activity should be risk assessed by the class teacher 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>		<ul style="list-style-type: none"> <li>• Pupils should not share resources unless not to do so would hamper learning.</li> <li>• Where this is unavoidable, resources can be shared between two pupils and strict hand washing must occur before and after.</li> <li>• Before selecting a new reading book, pupils wash their hands and again after selection.</li> <li>• Returned reading books are kept in quarantine by the teaching staff for 24 hours unless they have a plastic cover and then for 72 hours.</li> <li>• Teaching staff may mark pupil books and papers using their own pen. Books and papers may be taken off-site for marking. Adults should wash their hands before and after mass marking of books.</li> </ul> <p>Specific RAs have been written for: PE, Music.</p> <p>Teachers to follow subject specific RAs when planning activities.</p> <p>NB. Separate government guidance applies to pupils in EYFS.</p>		
	<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 has been done</li> </ul>		<p>M</p> <p>Staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.</p> <p>Completed by 22<sup>nd</sup> July</p>	<p>10.09.2020</p>	<p>L</p>

	<ul style="list-style-type: none"> <li>capturing pupil achievements/ outcomes</li> <li>utilising the DFE 'catch-up' funding and programmes</li> </ul>					
	Student behaviour policy reviewed to reflect the current circumstances.		L	<p>Reviewed. Current policy is robust.</p> <p>New school rules regarding social distancing shared with parents via letter and with children in class week beginning 08.06.2020.</p> <p>Shared again 20.07.2020 01.09.2020</p>	09.07.2020	L
<b>CYP with SEND</b>	Approach to provision of the elements of the EHCP including health/therapies in place.		L	In place	09.07.2020	L
	Annual reviews.		L	In place	09.07.2020	L
	Requests for assessment.		L	In place	09.07.2020	L
	Consider any pupil who may need support with their return to school and consult with the family and other agencies involved. Including any support required for pupils to understand new rules i.e. social distancing.		L	<p>In place.</p> <p>Reintegration programme in school <b>took place</b> for some pupils. Additional support from LA has been requested <b>and agreed</b> where necessary.</p>	<b>10.09.2020</b>	L
<b>Attendance</b>	Approach to promoting and supporting attendance for all-pupils determined, including those who may be anxious.		L	Information has been shared with parents via newsletter.	09.07.2020	L

				Teachers and SLT have reassured parents on a personal level where concerns and anxieties have been raised.		
	Approach to support for parents where rates of persistent absence were high before closure.		M	Letters sent to parents regarding previously agreed flexi-schooling. HT permission has been withdrawn.	09.07.2020	M
Communication	Information shared with staff around the full opening plan, returning to site, amendments to usual working patterns/practices and groups.		L	All staff receive regular updates vis e-mail and zoom meetings.	09.07.2020	L
	Governors consulted on full opening plans.		L	EFGB meetings held throughout current situation. Last meeting 09.07.2020 Meeting took place 26 <sup>th</sup> August prior to school re-opening.	10.09.2020	L
	Union representatives consulted on full opening plans.		L	No official union reps in school.  Staff are aware of union advice and support and share this with the SLT.	09.07.2020	L
	Risk Assessment published on website, where more than 50 staff.		L	RA will be uploaded if required by law once initial consultation has taken place	09.07.2020	L
	Communications with parents on the: <ul style="list-style-type: none"> <li>• Plan for full opening</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> </ul>		L	Shared in full 20/07/2020	10.09.2020	L



	<ul style="list-style-type: none"> <li>• Behaviour</li> <li>• Test and trace</li> <li>• Staggered start and end times</li> <li>• Expectations when in school and at home (if self-isolating is necessary)</li> </ul>					
	Pupil communications around: <ul style="list-style-type: none"> <li>• Changes to timetable</li> <li>• Social distancing arrangements</li> <li>• Staggered start times</li> <li>• Expectations when in school and at home (if self-isolating is necessary)</li> <li>• Travelling to and from school safely</li> </ul>		L	Parents asked to explain this to children during summer break in letter 20.07.2020  To be revisited in class lessons in September 2020  Whole school assembly took place vis zoom 07.09.2020	10.09.2020	L
	On-going regular communication plans determined to ensure parents are kept well-informed		L	On-going: <ul style="list-style-type: none"> <li>• Letters,</li> <li>• Weekly newsletters,</li> <li>• Website updates.</li> </ul>	09.07.2020	L
<b>Governors/ Governance</b>	Meetings and decisions that need to be taken are prioritised.		L	In place	09.07.2020	L
	Governors are clear on their role in the planning and full opening of the school, including support to leaders.  Approach to communication between Leaders and governors is clear and understood.		L	In place	09.07.2020	L
	Governors prepared for start of school year (clerking, etc).		L	In place	09.07.2020	L

<b>School events, including trips</b>	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.		L	<p>No off-site visits are planned for the Autumn Term. Situation under review for Spring and Summer Term.</p> <p>Alternative to Year 6 School Journey to be planned in consultation with parents.</p> <p>Consideration will be given to sharing learning with parents whilst assemblies and gatherings are not permitted (e.g. class assemblies, Infant Harvest Celebration, Christmas plays).</p> <p>To be reviewed during the Autumn Term 2020.</p>	09.07.2020	L
<b>Finance</b>	Additional costs incurred due to COVID19 are understood and clearly documented.		L	In place	09.07.2020	L
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM		L	Minimal costs. None claimable.	09.07.2020	L
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.		L	Grundy Gym Club Art Club Brownies Guides	09.07.2020	L
	Insurance claims, including visits/trips booked previously.		L	<p>Year 6 School Journey refund <b>received and distributed to parents 17.07.2020.</b></p> <p>Claim made on insurance for parents' loss of deposit (£140 per child)</p>	<b>10.09.2020</b>	L

	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> <li>• Cleaning</li> <li>• IT support</li> </ul>		L	Contracts continued thought lockdown.	09.07.2020	L
	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.		L	In place	09.07.2020	L
<b>Before and after school clubs</b>	Approach in place for before/after school clubs implements the necessary protective measures.		H	No clubs to run until after October half-term at the earliest to allow for children to settle back into school and for relaxation on the guidance regarding the mixing of bubbles and cleaning of equipment.	09.07.2020	L