



COVID19: Operating Risk Assessment and Action Plan

SCHOOL NAME: Danbury Park Community Primary School

OWNER: Carol Gooding, Headteacher

DATE: 11th December 2020

REVISED: 4th January 2021 (Enforced School Closure in consultation with staff and ratified by governors)
29th January 2021 in consultation with staff and governors

Purpose of this document:

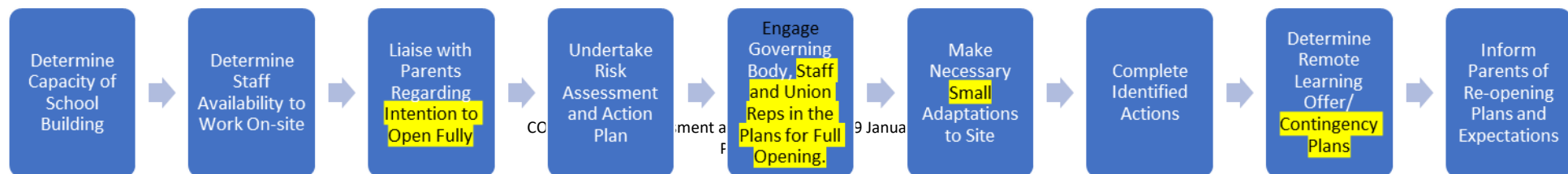
This COVID19: Risk Assessment and Action Plan document follows on from the document originally written in July 2020 and subsequently reviewed which set out the decisions taken and measures put in place to prepare for the full opening of the school and ensured the school continued to operate in a safe way.

This document sets out the decisions taken and measures put in place for the continuing operation of the school under COVID-19 and ensures 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 taken for Full Opening Preparation:





What are the Hazards	Who might be affected	Engagement in Risk Assessment and Planning
Spread of Covid-19	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to premises • Contractors • Parents 	Risk assessment process fully engages staff, governing body and union representatives.

From 04.01.2021 (staff) and 05.01.2021 (pupils) school will only be open to a small number of pupils (children of critical key worker, those deemed “vulnerable”). The number of staff on site will be restricted to only those who need to be on the premises to cover health and safety and the operation of the school. Specific actions that do not apply during this period of restricted opening have been crossed through.

Theme	Control Measure	Action take/Decision Made	Action Completed Date	Risk Level
Buildings and Facilities	Premises and utilities have been health and safety checked and building is compliant. <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	Site was open throughout lockdown period. Kitchen has been operational since 08/06/2020. All H&S premises checks are routinely carried out. Manager’s Termly H&S Premises Inspection take place.	11.12.2020	L
	Office spaces re-designed to allow office-based staff to work safely.	Adequate spacing between all three desks.	11.12.2020	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.	2m distance markings in place at front entrance. From 05.01.2021 Start of school day: 9.00am	11.12.2020 04.01.2021	L L



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		<p>End of school day: 3.10pm</p> <p>Pupils and parents to queue on pathway from Well Lane observing 2m social distancing between families. Adults are requested to wear masks.</p> <p>Entrance and exit is through the playground gate with parents being called forward one at a time to drop off/collect their children.</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> <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>Autumn Term 2020 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>See separate timetable for details.</p>	11.12.2020	L
	Consideration given to premises lettings and approach in place.	No lettings until April 2021 at the earliest. No lettings until February 2021 at the earliest. To be reviewed 29.01.2021	04.01.2021 11.12.2020	L L



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	Consideration given to the arrangements for any deliveries.	<p>Office Social distancing in front reception lobby to be maintained.</p> <p>Deliveries to be left in front reception area for moving into main building by staff.</p> <p>Kitchen Deliveries to be left in kitchen lobby area for moving into main kitchen by staff.</p>	11.12.2020	L
Emergency Evacuations	<p>Evacuation routes are confirmed, and signage accurately reflects these.</p> <p>Social distancing to be maintained</p> <p>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</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>	11.12.2020	L
Cleaning and waste disposal	<p>Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.</p>	<p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>LSAs/teachers to clean classroom contact points, shared surfaces and door handles at break time. Cleaner/MDAs/LSA/teacher to carry out at lunchtime. 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>	11.12.2020	L



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		LSA/teacher to wipe door handles, locks and toilet flush after break time. MDAs/cleaners/LSA/teacher to wipe above during lunch break		
	Cleaning staff capacity is adequate to enable enhanced cleaning regime.	Relief cleaner is available in case of staff absence.	11.12.2020	L
	Adequate cleaning supplies and facilities around the school are in place. Arrangements for longer-term continual supplies are also in place.	Hand sanitiser available at the school entrance 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. Hand sanitisers and sanitising spays and cloths in each room. Disposable tissues, in each classroom to implement the 'catch it, bin it, kill it' approach Stock check and ordering schedule reviewed and order made. In case of suspected COVID-19 case Waste bags to be labelled with date of collection. 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.	11.12.2020	L
	Sufficient time is available for the enhanced cleaning regime to take place.	Teaching staff advised to leave the site by 4.00pm in order for cleaning of classrooms and pupil toilets to be undertaken. Office staff and SLT advised to leave the site by 5.00pm.	04.01.2021 11.12.2020	L L



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	Waste disposal process in place for potentially contaminated waste.	<p>In case of suspected case of COVID-19 Waste bags and containers - kept closed and stored separately from communal waste for 72 hours. 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>	11.12.2020	L
	Process in place for safe removal and/or disposal of face masks.	Clinical waste bin in Medical Room	11.12.2020	L
	Classrooms were re/arranged to allow as much space between individuals as practical.	<p>Classrooms A, D (juniors) and H (infants) have been assessed by the HT and DHT as the largest and most suitable work spaces for groups of children in school. This allows for pupils to sit at one desk each, unless there is a sibling group which can share a table, separated by a walkway. There is also a 2m distance between adults working at the front of the room and pupils and adequate ventilation.</p> <p>Class A has 12 tables, Class D has 12 tables, Class H has 12 tables.</p> <p>Classes have easy access to separate toilet blocks and cloakrooms.</p> <p>Classrooms rearranged by 22.07.2020.</p>	<p>18.01.2021 04.01.2021</p> <p>11.12.2020</p>	<p>L</p> <p>L</p>
	Classroom entry and exit routes have been determined and appropriate signage in place.	One entry/exit for children (external doors); one for adults (internal doors to corridors/other rooms).	11.12.2020	L



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	<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment should be limited to the bubble. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].</p> <p>Non-essential equipment or resources which are not easily washable or wipeable have been removed.</p> <p>Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p>	<p>Pupils to have individual named wallets with their own resources for use in school to be kept on their assigned table. Each child is given the same laptop each day. These will be cleaned by older children and LSAs with sanitizing wipes at the end of the day.</p> <p>All rooms kept clear of unnecessary/unsuitable resources, equipment and stores.</p> <p>SEND LSAs to clean laptops after use by individual pupils.</p> <p>Number of adults in ICT Suite restricted to 4. Staff to queue in hall when waiting for photocopier if necessary. Number of adults in PPA room restricted to 4. Signs made and displayed.</p> <p>Rota in place for use of laptop trolleys and PE equipment</p> <p>Posters in place.</p>	<p>04.01.2021</p> <p>11.12.2020</p>	<p>L</p> <p>L</p>
	<p>Furniture arranged to minimise contact as much as possible e.g. Desks side by side, facing front, where age appropriate.</p>	<p>Some classrooms are small so unnecessary storage units have been removed to ICT suite and corridors.</p> <p>ICT Suite is currently not suitable for use by whole classes or large groups (more than 6 pupils).</p>	<p>11.12.2020</p>	<p>M</p>
	<p>Rooms are well ventilated whilst ensuring an adequate working temperature for pupils and adults.</p>	<p>Classrooms – high level windows are left open as long as classroom temperature does not fall below 18° C; internal doors are left open. All windows and external</p>	<p>11.12.2020</p>	<p>L</p>



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		<p>doors are left open during break, lunch and PE times to allow adequate change of air.</p> <p>Main hall, ICT suite and staffroom – windows are opened during use and for 30 minutes afterwards.</p> <p>Toilets windows are left open at all times.</p>		
Staffing	<p>Staffing numbers required for entire school have been determined including support staff such as facilities, IT, midday and office/admin staff.</p> <p>Including at least one of the following:</p> <ul style="list-style-type: none"> • Paediatric First aider (where children under 3yrs) • Designated Safeguarding Lead (DSL) • SENCO • Caretaker/site member • Office staff member 	<p>Rota in place for LSAs to cover CKW and vulnerable pupils. Rota limits the number of adults working in one classroom with pupils at any one time to a maximum of 3. Rota limits number of adult and pupil direct contacts over the working week.</p> <p>Office staff is limited to 2 per day (First Aid and Pediatric First Aid cover). HT in every day (as DSL) SENCO in every day (as SLT) DHT and KS2 Leader as and when required to cover. Catering and MDA rotas limit number of staff and time in school each day according to number of pupils requiring meals and supervision.</p> <p>In place</p>	<p>04.01.2021</p> <p>11.12.2020</p>	<p>L</p>
	<p>Risk assessments in place for those staff who are clinically vulnerable and/or living with someone in these groups, and appropriate arrangements for mitigating risk are identified.</p>	<p>CEV staff are shielding and so are working from home and/or excluded from rotas involving coming into school. Consideration is given on an individual basis to other staff according to circumstances. RA completed by 17.07.2020 <u>Reviewed</u> 02.09.2020</p>	<p>04.01.2021</p> <p>11.12.2020</p>	<p>L</p>



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		23.10.2020 03.12.2020		
	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.	Reviewed See full contingency plan	04.01.2021 11.12.2020	M
	Approaches for meetings and staff training in place.	All meetings to be held remotely. In place: <ul style="list-style-type: none"> ● School hall to be used for teacher and LSA meetings; ● Social distancing observed in face to face situations; ● Meetings to be held only if necessary and to be kept to a minimal time, ● Zoom if necessary. Minutes to be taken and shared.	04.01.2021 11.12.2020	L L
	Staffing roles and responsibilities with regards to the contingency of remote provision alongside in-school provision agreed and communicated.	Reviewed See Contingency Plan	04.01.2021 11.12.2020	L
	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.	Should a member of staff need to be redeployed during the working day, the working areas will be cleaned down with sanitising spray/cloth by the member of staff leaving the area. A member of the SLT will ensure that staff are aware of the controls and processes for the new working situation.	11.12.2020	L



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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>Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx</p> <p>The Bereavement Policy is in place.</p>	11.12.2020	L
	<p>Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.</p> <p>Process in place for use of the limited number of self-testing kits.</p>	<p>In place according to government guidelines and availability of current tests.</p> <p>01.09.2020 Kits received.</p> <p>Information shared with staff.</p>	11.12.2020	L
	<p>The approach for inducting new staff has been reviewed and updated in line with current situation.</p>	<p>In place.</p>	11.12.2020	
	<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>Office staff to check with the contractor any requirements their employer has specified before visit. Office staff to share school protocols. 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>	11.12.2020	L
	<p>Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders.</p>	<p>Individual music lesson suspended. French lessons suspended.</p>	04.01.2021	L



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	<p>Protocols and expectations shared.</p>	<p>Premier Sport to come into school as contracted to teach PE to CKW and Vulnerable groups.</p> <p>Mrs Long to deliver two separate group music lessons on Thursday mornings to CKW and vulnerable pupil.</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.</p> <p>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>Equipment to be sanitised by Miss Trott between lessons.</p> <p>PPA Cover (French) – school procedures shared with and adapted in consultation with Madame Dekhar.</p> <p>All staff use their own writing equipment.</p>	<p>11.12.2020</p>	
<p>Group Sizes</p>	<p>All children are included in distinct groups/ 'bubbles' that do not mix and the number of children in each</p>	<p>CKW and vulnerable group is split into three bubbles.</p> <p>Group 1 use UKS2 toilets and cloakroom and junior</p>	<p>29.01.2021 04.01.2021</p>	<p>L</p>



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	bubble is as small as possible.	<p>playground including adventure trail and tower.</p> <p>Group 2 use LKS2 toilets and cloakroom and infant playground including trail and galleon.</p> <p>Group 3 use EYFS toilets and cloakroom and EYFS outdoor area</p> <p>Daily Mile track to be shared but used at separate times.</p> <p>Lunch is eaten in the hall, groups separated by timings and designated areas and clearing away equipment.</p> <p>Hall can be used by groups at agreed times for PE allowing for adequate ventilation during use and airing of the space between use.</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>	11.12.2020	M
	Staffing allocations to groups determined, minimising contact with multiple groups as much as possible.	Rota in place see detail above.	04.01.2021	M



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	LSAs supporting SEND pupils may need to move across bubbles. HLTAs to move across bubbles.	Teachers and LSAs to be allocated to classes as per existing arrangements including job-shares. SEND LSAs' and HLTAs' movement between bubbles is minimised as far as is possible taking into account pupils' needs and adults' well-being.	11.12.2020	
Social Distancing	Arrangements for social distancing in place: <ul style="list-style-type: none"> • Staggered school drop off/pick up times and locations (if possible) without reducing teaching time • 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 and accidents • First Aid Social distancing is observed by adults (2m). Social distancing between adult and pupils is followed as far as is possible. Social distancing between pupils is encouraged but <i>it is recognised that younger children will not be able to maintain social distancing and it is acceptable for them not to distance within their group</i> (DfE Restricting attendance during the national lockdown: schools Jan 2021)	<p>CKW and vulnerable group is split into three bubbles.</p> Pupils have assigned tables and equipment packs. Movement around the classroom is minimised. Pupils within bubbles are reminded regularly and as necessary to social distance from staff and from each other. Bubbles = class groups. Timetable staggered based on keeping class groups apart. See timetable. Adults dropping off and collecting children are asked to wear face masks and limit number of adults to one per family. Pupils to be based in their own rooms with no need to move around. Classes A, B, C, D, E and F to use external doors to access toilets from classrooms and toilet. Should a toileting accident occur, pupils are	29.01.2021 04.01.2021 11.12.2020	L M



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		<p>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 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>		
	<p>Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.</p>	<p>Numbers allow for one entrance and exit via playground gate with families queuing observing social distancing along path from Well Lane. Pupils line up in designated place for their bubble.</p> <p>Staggered entries and exits using three access points</p>	<p>04.01.2021</p> <p>11.12.2020</p>	<p>L</p> <p>M</p>



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		<p>into school building.</p> <p>On arrival, pupils go straight to their classroom to deposit belongings prior to handwashing and returning to class.</p>		
	<p>Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.</p>	<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>	<p>11.12.2020</p>	<p>M</p>
	<p>Approach to assemblies - plan in place to manage social distancing.</p>	<p>Assemblies in person are on hold.</p> <p>Currently assemblies in person are cancelled. Bringing all children together for assembly would breach the bubble arrangements.</p> <p>HT whole school assemblies on Mondays and DHT on Fridays to be delivered by zoom.</p>	<p>04.01.2021</p> <p>11.12.2020</p>	<p>L</p> <p>L</p>
	<p>Social distancing plans communicated with parents, including approach to breaches.</p>	<p>Letter sent</p> <p>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</p>	<p>31.12.2020</p> <p>11.12.2020</p>	<p>L</p>



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		<p>children in July and September 2020.</p> <p>Home-school agreement in place and shared with parents. Expectations and sanctions explicitly shared in letter to parents.</p> <p>Reminders in weekly newsletter</p>		
	<p>Arrangements in place for the use of the playground, including equipment.</p>	<p>Whilst numbers of pupils are small, adventure play equipment can be used by bubbles on their own designated playground.</p> <p>Daily Mile Track use is shared but used at separate times.</p> <p>Playgrounds is zoned and areas allocated to each class.</p> <p>Adventure play equipment and trails will not be used until further notice.</p>	<p>04.01.2021</p> <p>11.12.2020</p>	<p>L</p> <p>L</p>
<p>Catering</p>	<p>Arrangements in place to provide food to pupils on site, including the requirement of universal free school meals.</p>	<p>In place.</p> <p>Kitchen staff wear visors whilst preparing, serving food and collecting used trays, utensils and cups etc from the dining hall. Movement outside the kitchen is restricted.</p> <p>Pupils enter the servery maintaining social distancing; they stand and move behind the yellow line. Kitchen staff handle tray until all food has been selected and placed on tray which is then given to the pupil.</p>	<p>11.12.2020</p>	<p>L</p>



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	Arrangements for when and where each group will take lunch are in place so that children do not mix with children from other groups.	Lunch is eaten in the hall, bubbles are separated by timings and designated areas and clearing away equipment. Hall is set up for two bubbles to eat in at any one time; some classes eat in their classroom. See separate timetable and arrangements.	04.01.2021 11.12.2020	L L
PPE	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	Face coverings must be worn by all adults, when moving around the school and in communal areas. Face coverings must be worn by adults in classrooms when teaching until the end of January when infection rates and situation will be reviewed. In line with government guidance, face coverings should not be worn in class when teaching, unless after discussion and in agreement with the headteacher as part of an individual risk assessment. Teaching staff wear face mask on the school gate when speaking with parents. Kitchen staff wear face coverings when working in the kitchen and hall but these may be removed to facilitate service of food to the pupils. Face mask and gloves are worn by staff when administering close proximity First Aid.	04.01.2021 11.12.2020	L L
Response to suspected/ confirmed	School staff invited to participate in home Lateral Flow testing to enable early detection of COVID-19 infection and action.	In place.	29.01.2021	L



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<p>case of COVID19 in school</p>	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> • Which staff member/s should be informed/ take action • Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated • Cleaning procedure in place • Arrangements for informing parent community in place 	<p>In place. School will follow current government guidance.</p>	<p>11.12.2020</p>	<p>L</p>
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> • Approach to relocating pupil away from certain parts of the school to clean, if possible • Cleaning procedure in place • Arrangements for informing parent community in place 	<p>In place School will follow current government guidance.</p>	<p>11.12.2020</p>	<p>L</p>
	<p>Process in place to engage with the Test and Trace and contract tracing process. Refer to ECC and public health guidance for more information.</p>	<p>In place School will follow current government guidance.</p>	<p>11.12.2020</p>	<p>L</p>
	<p>Approach and expectations around school uniform determined and communicated with parents.</p>	<p>Letter to parents 31.12.2020 and 04.01.2021</p> <p>Pupils to wear school uniform.</p> <p>E-mail and newsletter to parents sent 17.07.2020 and 02.09.2020</p>	<p>04.01.2021</p> <p>11.12.2020</p>	<p>L</p>
	<p>Changes to the school day/timetables shared with parents.</p>	<p>E-mail and newsletter to parents sent 17.07.2020, 02.09.2020 and 21.09.2020 when adjusted.</p>	<p>11.12.2020</p>	<p>L</p>



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	All students instructed to bring a water bottle each day. Water fountains not in use.	<p>All pupils have water bottles. Water fountains have been disabled.</p> <p>Classes G, H and J have drinking quality water available in class.</p> <p>Jugs 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.</p>	11.12.2020	L
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.	<p>SENCO to co-ordinate with well-being mentors. Bereavement policy in place. Support available from bccs and Farleigh Yo-Yo Project.</p>	11.12.2020	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"> • Financial • Increased FSM eligibility • Referrals to social care and other support PPG/ vulnerable groups 	In place	11.12.2020	L
Remote Education Contingency Plan	<p>All students have access to technology and remote learning offer is available to be switched on as a contingency when needed. of COVID19.</p> <p>Remote Education in place during lockdown.</p>	<p>Individual pupils and bubbles may need to self-isolate because of a positive case. Remote learning contingency is available and ready to be used as and when needed.</p> <p>Alternative paper based work will be posted if required.</p> <p>See Remote Education Information for Parents. See Contingency Plan.</p>	<p>11.12.2020</p> <p>29.01.2021</p>	L



Theme	Control Measure	Action take/Decision Made	Action Completed Date	Risk Level
	Critical key worker families communicated with regarding the need to keep children at home as much as possible.	HT has approached individual families to discuss this.	11.01.2021	L
Safeguarding	Consideration has been given to identifying pupils who should be prioritised for onsite provision due to their vulnerabilities during lockdown.	In place	11.01.2021	L
	Appropriate risk assessments have been undertaken to ensure welfare checks are taking place in response to the Children's Response Plan	<p>Pupils not eligible to be on-site are learning from home including those who are clinically extremely vulnerable .</p> <p>Weekly welfare checks are in place using Google Classrooms and Google Meets.</p> <p>Teachers make phone contact with families on a three week rolling system.</p> <p>Teachers and well-being mentors make additional phone calls as and when required by the SLT.</p>	18.01.2021	L
	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	<p>DSL on site at all times. <i>My Concern</i> (online reporting system) in place.</p> <p>Information regularly shared with teaching staff and team leaders.</p> <p>Staff refresher training session on processes and procedures and the revised wellbeing material took place WB 02.09.2020.</p>	<p>04.01.2021</p> <p>11.12.2020</p>	<p>L</p> <p>L</p>
	Updated Child Protection Policy in place.	<p>Reviewed to reflect use of <i>My Concern</i>. Ratified by governors 14.01.2021.</p> <p>Adopted most recent Child Protection Policy ratified by governors 24.09.2020</p>	<p>18.01.2021</p> <p>11.12.2020</p>	L



Theme	Control Measure	Action take/Decision Made	Action Completed Date	Risk Level
	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable pupils to return to school.	In place	11.12.2020	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.	Individual consistent management plans are under continuous review to ensure they include protective measures where necessary.	11.12.2020	M
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.	In place and continuously under review and adapted by teachers.	11.12.2020	L
	<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 by the class teacher and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> • PE – including no contact sport • Practical science lessons • DT/ FT • Music including singing <p>Plans are reviewed in light of new guidance as it is published.</p>	<p>CKW and vulnerable pupils to follow class learning as provided by teachers on Google Classrooms adapted by LSAs if necessary.</p> <p>Years 1 – 6 Reviews completed by teachers for all National Curriculum subjects.</p> <p>General principles:</p> <ul style="list-style-type: none"> • Pupils should not share resources unless not to do so would hamper learning. • Where this is unavoidable, resources can be shared between two pupils and strict hand washing must occur before and after. • Before selecting a new reading book, pupils wash their hands and again after selection. • 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. 	<p>04.01.2021</p> <p>11.12.2020</p>	<p>L</p> <p>L</p>



Theme	Control Measure	Action take/Decision Made	Action Completed Date	Risk Level
		<ul style="list-style-type: none"> 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. Singing is not currently taking place. <p>Specific RAs have been written for:</p> <ul style="list-style-type: none"> PE, Music. <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"> Wellbeing curriculum; Recognising ‘non-curriculum’ learning that has been done during lockdown is being done at home; Capturing pupil achievements/ outcomes; Utilising the DfE ‘catch-up’ funding and programmes; Responding to DfE remote learning expectations. 	<p>Curriculum has been adapted and is under constant review.</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>29.01.2021 11.12.2020</p>	<p>L</p>
	<p>Pupil behaviour policy reviewed to reflect the current circumstances.</p>	<p>Reviewed. Current policy is robust.</p>	<p>11.12.2020</p>	<p>L</p>



Theme	Control Measure	Action take/Decision Made	Action Completed Date	Risk Level
		New school rules regarding social distancing shared with parents via letter and with children in class week beginning 08.06.2020. Shared again 20.07.2020 and 01.09.2020		
Pupils with SEND	Approach to provision of the elements of the EHCP including health/therapies in place.	In place	11.12.2020	L
	Annual reviews.	In place	11.12.2020	L
	Requests for assessment.	In place	11.12.2020	L
	Consider any pupil who may need support during 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.	SENCO and Headteacher are supporting families depending on the individual needs of the child and the wishes of the family. In place. Reintegration programme in school took place for some pupils.	04.01.2021 11.12.2020	L L
Attendance	Children eligible to attend onsite have been identified and supported to attend school where appropriate during lockdown. First day contact is operating for those pupils eligible to attend.	In place	11.01.2021	L
	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.	Information from LA is shared with parents via ParentMail and newsletter. Teachers and SLT reassure parents on a personal level where concerns and anxieties have been raised.	11.12.2020	L



Theme	Control Measure	Action take/Decision Made	Action Completed Date	Risk Level
	Approach to support for parents where rates of persistent absence were high before closure.	Attendance is monitored half termly by HT and parents contacted accordingly.	11.12.2020	M
Communication	Information shared with staff around the full opening plan, returning to site, amendments to usual working patterns/practices and groups and all revisions to this plan.	All staff receive regular updates via e-mail and zoom meetings.	29.01.2021 11.12.2020	L
	Governors consulted on full opening plans. Governors updated on revision to the plan.	Governors updated on closure plans. FGB meeting took place on 14.01.2021 EFGB meetings held throughout current situation. Meeting took place 26.08.2020 prior to school re-opening. HT shares all updates of the plan with governors. HT reports to all committee and full governing body meetings on COVID-19 situation.	04.01.2021 11.12.2020	L
	Union representatives consulted on full opening plans.	No official union reps in school. Staff are aware of union advice and support and share this with the SLT.	11.12.2020	L
	Risk Assessment published on website, where more than 50 staff.	In place.	08.01.2021 11.12.2020	L
	Communications with parents on the: <ul style="list-style-type: none"> • Current arrangements for partial restricted opening • Plan for full opening • Social distancing plan • Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning 	Shared by Parentmail. Shared in full 20.07.2020. Parent updated as and when necessary via ParentMail and weekly newsletter.	04.01.2021 31.12.2020 11.12.2020	L



Theme	Control Measure	Action take/Decision Made	Action Completed Date	Risk Level
	<ul style="list-style-type: none"> • Attendance • Uniform • Transport • Behaviour • Test and trace • Staggered start and end times Expectations when in school and at home (if self-isolating is necessary)			
	Pupil communications around: <ul style="list-style-type: none"> • Changes to timetable • Social distancing arrangements • Staggered start times • Expectations when in school and at home (if self-isolating is necessary) • Travelling to and from school safely 	Pupils reminded regularly by teachers and in whole school assemblies. Individual pupils reminded as necessary and parents contacted if necessary.	11.12.2020	L
	On-going regular communication plans determined to ensure parents are kept well-informed	On-going: <ul style="list-style-type: none"> • Letters, • Weekly newsletters, • Website updates. 	11.12.2020	L
Governors/ Governance	Meetings and decisions that need to be taken are prioritised.	In place	11.12.2020	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.	In place	11.12.2020	L



Theme	Control Measure	Action take/Decision Made	Action Completed Date	Risk Level
	Governors have oversight of all staff wellbeing and appropriate arrangements are in place to support the headteacher and SLT.	In place. Named governor has been appointed. Staff well-being is on relevant governing body meeting agendas.	11.01.2021	L
School events, including trips	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.	No off-site visits planned for Spring Term No off-site visits are planned for the Autumn Term. Situation under review for Spring and Summer Term. Alternative to Year 6 School Journey to be planned in consultation with parents. 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).	04.01.2021 11.12.2020	L
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.	In place	11.12.2020	L
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM	Minimal costs. None claimable. On-going lists maintained for future claims.	11.12.2020	L
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	Grundy Gym Club Art Club Brownies Guides	11.12.2020	L
Before and after school clubs	Approach in place for before/after school clubs implements the necessary protective measures.	To be reviewed 22.02.2021 for Summer Term. Reviewed in light of Second Lockdown – no clubs to run until February 2021 half-term at the earliest.	04.01.2021 02.11.2020	L