



Debden Primary Academy

COVID19: Re-opening Risk Assessment – January 2021 Update

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
- Remote Learning 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:





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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
Preparing Buildings and Facilities	<p><i>Premises and utilities have been health and safety checked and building is compliant.</i></p> <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 	<i>Site has been closed to most staff and children for prolonged period</i>	M	<p><i>H+S Checks to continue throughout the holidays</i></p> <p><i>Carry out a formal / recorded full pre-opening premises inspection.</i></p>	<p><i>tbc</i></p> <p><i>01/09/20</i></p>	L
	<i>Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.</i>	<i>Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.</i>	M	<p><i>Staggered starts and finishes for school day communicated to parents</i></p> <p><i>Each class has separate entrances/ exits – communicated with parents</i></p> <p><i>Parents do not come on site at all (except for Reception). Where possible, Year R/ 1</i></p>	<p><i>17/07/20</i></p> <p><i>17/07/20</i></p>	



				<p>parents drop children by the front gate, so only children enter site (children enter building within view). No child not attending the school allowed on site.</p> <p>2-meter markers are present on wall outside the front of school (for Reception parents)</p> <p>See additional social distancing measures in section below</p>	<p>12/07/20</p> <p>01/09/20</p> <p>04/01/21</p>	L
	Consideration given to the arrangements for any deliveries.	Deliveries dropped in office and signed for. Social distancing in school kitchen area	M	Deliveries signed for through screen at Office. Left outside Office. Kitchen staff collect deliveries from outside the Office.	w/b 01/09/20 Reviewed 03/01/21	L
	All work relating to the oil leak and subsequent rebuilding of the oil tank.	Outdoor spaces unsafe for children and staff	H	Wherever possible, all work is completed over the summer holidays. Discussions with oil company/ clean up teams to ensure adequate safety measures are implemented. Clarity over which outdoor spaces will be out of use.	End of August Completed	L



Transport	<p>Consideration given to how children travel to school, with particular regards to the school bus.</p> <p>Contact with bus company to ensure social distancing.</p>	<p>Potential for children to be not socially distanced on the bus, undermining efforts in school.</p> <p>Children are in close proximity to those in other social bubbles.</p> <p>Children arrive at school early/ late for their staggered start time and with lots of other children.</p>	H	<p>Largest bus possible will be requested.</p> <p>All children distanced as far as is possible.</p> <p>Children from different bubbles are separated, with at least a row between them.</p> <p>Communication with parents, advising them not to take the school bus if at all possible. Advise walking/ cycling.</p>	<p>13/07/20</p> <p>13/07/20</p> <p>13/07/20 Contact again 04/01/21</p> <p>04/01/21</p>	<p>M</p> <p>M</p>
Emergency Evacuations	<p>Evacuation routes are confirmed, and signage accurately reflects these.</p> <p>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</p>	<p>If external door routes are blocked, there will be a need to use internal doors and social distancing would be harder.</p> <p>Fire marshals may not be on site.</p>	<p>M</p> <p>M</p>	<p>Revised evacuation procedure and share with all staff and children.</p> <p>Re-assign fire marshall roles</p>	<p>w/b 01/09/20</p> <p>w/b 01/09/20</p>	<p>L</p> <p>L</p>
Cleaning and waste disposal	<p>Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non healthcare settings guidance</u>.</p>	<p>Cleaners off sick</p>	M	<p>Confirmed with cleaning company that they can send other cleaners if regular cleaners become ill.</p>	<p>20/05/20</p>	<p>L</p>



		<i>Staff unaware of cleaning responsibilities</i>	<i>M</i>	<i>Staff made aware of need to clean objects and equipment before and after use.</i>	<i>19/05/20</i>	<i>L</i>
		<i>Cleaners unaware of cleaning responsibilities</i>	<i>M</i>	<i>Cleaning company contacted, to ensure a daily enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. Every Friday, a deep clean takes place.</i>	<i>19/05/20 w/b 01/06/20 Enhanced cleaning schedule to continue in September.</i>	<i>L</i>
		<i>Lack of Equipment</i>	<i>M</i>	<i>Cleaners to change bins and replenish handwash etc. each day.</i> <i>Capacity of cleaning staff is adequate to enable enhanced cleaning regime.</i>	<i>19/05/20 w/b 01/06/20 Enhanced cleaning schedule to continue in September.</i>	<i>L</i>



	<i>Adequate cleaning supplies and facilities around the school are in place. Arrangements for longer-term continual supplies are also in place.</i>	<i>Low stocks of hand sanitiser</i>	<i>M</i>	<i>Sanitiser station placed at entrance/exit of each discrete group's area.</i>	<i>21/05/20</i>	
				<i>Sanitiser station at entrance to the school, by school office.</i>	<i>21/05/20</i>	
				<i>Extra sanitiser ordered.</i>	<i>19/05/20</i>	<i>L</i>
		<i>Low stocks of tissues</i>	<i>M</i>	<i>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach. Extra tissues ordered.</i>	<i>19/05/20</i>	<i>L</i>
		<i>Bins are either open or have lids that need to be opened by hand</i>	<i>M</i>	<i>Pedal bins being ordered</i>	<i>20/05/20</i>	<i>L</i>
		<i>Supplies run low at a later date.</i>	<i>M</i>	<i>Stock check and ordering schedule reviewed and order made.</i>	<i>w/b 01/06/20</i>	<i>L</i>
					<i>Repeat orders of stock to be arranged w/b 13.07.20</i>	



	Sufficient time is available for the enhanced cleaning regime to take place.	Staff in the building prevent cleaners from completing enhanced cleaning regime.	M	All staff advised to arrive after 8am and leave before 4.30pm in order for cleaning to be undertaken.	01/09/20	L
	Classrooms rearranged to allow as much space between individuals as practical. Front facing to avoid children facing each other Training given to staff on teaching from the front . If have to approach a child, go behind them if possible and keep head above child's head	Teachers do not make the most of the available space, putting all in the class at risk. Children move desks during lesson Rules unclear, putting staff and children at risk.	M	Suggested class plan done for each room to maximise space. Excess furniture removed to allow more space Addition to the behaviour policy to reflect social distancing rules.	17/07/20 25/05/20 Revisited 17/07/20 21/05/20 Revisited 17/07/20	L
	Classroom entry and exit routes have been determined and appropriate signage in place.	Routes mean that there is potential interaction with other groups.	M	Entry and exit routes designed so that different bubbles cannot come into contact. Map to be circulated. Ensure signage up and securely fastened Share with children on first day in	01/09/20 01/09/20 03/09/20	L L L
	Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment or		M	.	01/09/20	L



	<i>stationery should be prevented where possible.</i>	<i>Children need to move to their trays.</i>		<i>Children's trays moved to table</i>		
	<i>Only individual child touches own named equipment and workbooks.</i>	<i>Stationery is shared</i>	<i>M</i>	<i>Named wallet for each child with stationery in</i>	<i>01/09/20</i>	<i>L</i>
	<i>Resources which are not easily washable or wipeable have been removed.</i>	<i>Soft toys, cushions and beanbags not easily washable.</i>	<i>M</i>	<i>These items removed from classrooms and placed in storage.</i>	<i>25/05/20 Revisit 01/09/20</i>	<i>L</i>
	<i>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.</i>	<i>No COVID19 information posters in place. Limited reminders/ awareness for children leading to lack of compliance</i>	<i>L</i>	<i>Posters to be displayed to remind of good hygiene, social distancing etc.</i>	<i>25/05/20</i>	<i>L</i>
	<i>Cloakrooms not to be used. Children to place any coats/bags on the back of their chair. Lunch box to be kept under desk. If having PE – come to school wearing PE kit and stay in it all day</i>			<i>Check posters are still visible around the identified locations.</i>	<i>04/01/20</i>	<i>L</i>
	<i>Some PE activities carry unacceptable risk due to heavy physical contact.</i>	<i>Child forgets to wear PE kit</i>	<i>M</i>		<i>n/a</i>	<i>L</i>
		<i>Increased risk of transmission</i>	<i>M</i>	<i>Child cannot take part in PE</i>	<i>01/09/20</i>	<i>L</i>
				<i>Risk assessments in place where needed.</i>		



	Classrooms have maximum ventilation possible to allow for good air flow	Fire doors not propped open	L	Re-assign Fire Marshall to close fire doors in emergency	01/09/20	L
		Windows closed at the end of each day and forget to open again.	M	Head of School external tour of building each morning to remind.	01/09/20	L
		Cold weather conditions prevent opening of doors.	M	Due to increased bubble size more internal doors can be opened.	01/09/20	M
	Measures to ensure that reading books can still be taken home.	Reading books are not positioned in the group's area of the school.	H	Reading books moved to relevant area of the school	w/b 01/06/20	L
		Reading books are picked up by different children.	M	Reading books are taken on a rota system to allow time for decontamination.	w/b 01/09/20	L
Staffing	Staffing numbers required for entire eligible cohort have been determined including support staff. Including at least one of the following: <ul style="list-style-type: none"> • Paediatric First aider • Designated Safeguarding Lead (DSL) • Office staff member 	Inadequate First Aid/ Safeguarding/ Leadership onsite on a Friday, when only the key worker group is in.	H	All regular staff will be in the building on usual-hours basis from September, including Head of School, DSL, First Aiders and Office Staff	01/09/20	L
	Approach to staff absence reporting and recording in place. All staff aware.			In staff handbook	17/07/20	L



	<p><i>Arrangements for staff who are working from home are in place (including those isolating due to case of COVID etc.)</i></p> <p><i>Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.</i></p>	<i>No staff are currently in these categories, but may be in the future.</i>	<i>M</i>	<i>Staff guidance completed and distributed</i>	<i>17/07/20</i>	<i>L</i>
	<p><i>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.</i></p>	<i>Cover becomes sick and is unavailable</i>	<i>M</i>	<p><i>Explain to parents that classes may have to shut in event of exceptional levels of staff absence</i></p> <p><i>Use staff already within the school where possible.</i></p> <p><i>Call supply agencies to see if they have available staff</i></p> <p><i>Ensure those working from home know they may need to come in</i></p>	<p><i>01/09/20</i> <i>Revisited</i> <i>04/01/20</i></p>	<i>M</i>
	<i>Approaches for meetings and staff training in place.</i>	<i>Lack of IT equipment</i>	<i>M</i>	<p><i>Check all staff have access to Zoom via IT equipment</i></p> <p><i>Meetings in person socially distanced where appropriate.</i></p>	<p><i>17/07/20</i></p> <p><i>01/09/20</i></p>	<i>M</i>



				<i>All meetings now taking place on Zoom.</i>	<i>04/01/21</i>	<i>L</i>
	<i>Consideration given to staffing roles and responsibilities with regards to the continued remote provision alongside in-school provision.</i>	<i>Limited resources and guidance given to any children who remain learning from home.</i>	<i>H</i>	<i>Parents are informed of the new rules – children expected to be in school (barring those in isolation due to case of COVID, etc.) decreasing need for home learning activities.</i> <i>Teachers informed of expectations of providing home learning resources.</i> <i>Remote learning policy re-sent</i>	<i>17/07/20</i> <i>17/07/20</i> <i>04/01/21</i>	<i>L</i> <i>L</i> <i>L</i>
	<i>Consideration given to the options for redeployment of staff to support the effective working of the school.</i> <i>If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.</i>	<i>Staff are unsure of their responsibilities throughout the period.</i>	<i>H</i>	<i>Staff informed of their role in September whilst current arrangements are in place.</i> <i>Teacher planning is clear and is of a high quality - staff all informed of roles in clear communication.</i> <i>Staff communication regarding roles for January, in light of absences.</i>	<i>17/07/20</i> <i>01/09/20</i> <i>04/01/21</i>	<i>M</i> <i>M</i> <i>M</i>



	<p><i>Approach to support wellbeing, mental health and resilience in place, including bereavement support</i></p> <p><i>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</i></p>			<p>Staff made 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.asp <u>X</u></p> <p>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements</p> <p>Daily mindfulness sessions being created by PSHE and Wellbeing lead.</p>	<p>17/07/20</p> <p>12/05/20</p> <p>20/05/20 New scheme to follow from 01/09/20</p>	<p>L</p> <p>L</p> <p>L</p>
	<p><i>Arrangements for accessing testing are in place. Staff are clear on returning to work guidance.</i></p>			<p>Advice given to staff in staff handbook</p> <p>Reissued with updated guidance January 2021</p>	<p>17/07/20</p> <p>04/01/21</p>	<p>L</p> <p>M</p>
	<p><i>Return to school procedures are clear for all staff.</i></p>			<p>Sent by MAT Office Lead</p>	<p>14/05/20</p>	<p>L</p>
	<p><i>Arrangements in place for any visitors/ contractors on site,</i></p>		M	<p>Minimise visits/ contractors to only essential. Check with</p>	<p>w/b 01/06/20 Revisited 17/07/20</p>	<p>M</p>



	<p><i>protocols and expectations shared.</i></p> <p><i>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</i></p>			<p><i>the contractor any requirements their employer has specified before visit.</i></p> <p><i>Share school protocols.</i></p> <p><i>All maintenance visits to take place outside of school hours</i></p> <p><i>Revisited Jan 21 – all visits temporarily suspended aside from essential maintenance work.</i></p>	<p><i>Revisited 04/01/21</i></p>	<p><i>M</i></p>
	<p><i>Considerations for PPA for teaching staff.</i></p>	<p><i>Previously, other staff members could not cover their PPA as would break the 'bubble.'</i></p>	<p><i>M</i></p>	<p><i>Teachers are now allowed to move between bubbles, staying a safe distance from the children and each other. This will allow PPA to be covered as usual.</i></p> <p><i>Revisiting timetables – Jan 21 to reduce movement between bubbles.</i></p>	<p><i>01/09/20</i></p> <p><i>04/01/21</i></p>	<p><i>M</i></p> <p><i>M</i></p>
	<p><i>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.</i></p>	<p><i>External adults may spread virus unknowingly around different groups in the school.</i></p>	<p><i>M</i></p>	<p><i>Music lessons via Zoom can continue.</i></p> <p><i>No other external people on site for Autumn term- sports coaches cancelled</i></p>	<p><i>01/09/20</i></p> <p><i>01/09/20</i></p>	



				<p><i>Discussions being held with breakfast/ after-school clubs to ascertain risk</i></p> <p><i>Revisited Jan 21 – increased risk – music teaching suspended.</i></p> <p><i>After school sports clubs can go ahead – distanced and outside, with reduced maximum numbers. Activities to be approved.</i></p>	<p>01/09/20</p> <p>04/01/21</p> <p>04/01/21</p>	<p>M</p> <p>L</p> <p>M</p>
	<p><i>Staffing allocations to groups determined, including consistency and any solutions to insufficient staffing numbers.</i></p>	<p><i>Staff sickness</i></p>	<p><i>H</i></p>	<p><i>Work rota so as few people as possible moving between bubbles.</i></p> <p><i>Communicate class allocations to all staff groups – teachers, TAs, MDAs, PPA cover, office staff.</i></p> <p><i>Working patterns changed to support social bubbles.</i></p> <p>See Appendix B and C</p>	<p>17/07/20</p> <p>Revisited 04/01/21</p>	<p>M</p> <p>M</p>
<p>Social Distancing</p>	<p><i>Arrangements for social distancing in place:</i></p> <ul style="list-style-type: none"> <i>Staggered school drop off/pick up times and locations</i> 	<p><i>People do not arrive at correct time/place</i></p> <p><i>Guidance not followed</i></p>	<p><i>H</i></p>	<p><i>Communication to parent.</i></p> <p><i>Signs around school site reminding</i></p>	<p>17/07/20</p> <p>01/09/20</p>	<p>H</p>



	<ul style="list-style-type: none"> • 2m markers at entrance points and where necessary • Internal corridors and doors not used except for toilet or fire emergency • Break and lunch times are staggered. Each bubble to have own play zone and equipment. Equipment wiped clean before and after use. • Toilet arrangements – one person at a time, no queuing. • Breaktime – MDA allocated to toilet duty 			<p>parents to socially distance</p> <p>Head of School on gate AM and PM for welcoming and directing to the correct entrance.</p> <p>Children who are late have to wait with parent until all bubbles have entered if they miss their slot to go in.</p> <p>Increased visible presence at front of school to prevent parent congregation – staff and posters. Leadership to address if seen.</p> <p>Email reiterating social distancing rules at the front of school.</p>	<p>01/09/20</p> <p>01/09/20</p> <p>04/01/21</p> <p>04/01/21</p>	<p>H</p> <p>H</p> <p>M</p> <p>M</p>
	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.	Gudiance is not followed.	H	<p>Head of School is on the gate to remind of current rules and guidance.</p> <p>Email to parents from Head of School January reiterating rules.</p>	<p>01/09/20</p> <p>04/01/21</p>	<p>M</p> <p>M</p>



	<i>Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.</i>			<i>On arrival, students move straight to classroom and sit at named table and wait for rest of class to arrive/class to begin.</i>	<i>01/09/20</i>	<i>L</i>
	<i>Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.</i>	<i>Social distancing rules are broken and health is risked.</i>	<i>M</i>	<i>Handwashing and cleaning (if needed)</i> <i>Conversations with parents</i> <i>Addition to behaviour policy and staff briefed on protocol.</i>	<i>01/09/20</i> <i>01/09/20</i> <i>19/05/20</i>	<i>L</i> <i>L</i> <i>L</i>
	<i>Consideration of assemblies.</i>	<i>Social distancing rules are broken and health is risked.</i>	<i>M</i>	<i>Assemblies only take place in class and with bubble staff.</i> <i>E-assemblies replace whole-school assemblies where necessary</i> <i>Continue this approach in January</i>	<i>01/09/20</i> <i>Revisited Jan 21</i>	<i>L</i> <i>L</i>
	<i>Social distancing plans communicated with parents, including approach to breaches.</i>	<i>Social distancing rules are broken and health is risked.</i>	<i>M</i>	<i>Parent Handbook to contain the relevant information.</i>	<i>17/07/20</i>	<i>L</i>
	<i>Arrangements in place for the use of the playground, including equipment.</i> <i>NB: fixed outdoor equipment allocated to key worker classes.</i>	<i>The virus is still spread within groups.</i>	<i>M</i>	<i>Handwashing before and after break.</i> <i>Equipment wiped down before and after use.</i>	<i>01/09/20</i>	<i>L</i>

	<i>Each class to have their own equipment that comes in and out with them if needed.</i>			<i>New equipment purchased by FODs. Further control over usage/ cleaning</i>	<i>04/01/21</i>	<i>L</i>
	<i>Staff social distancing measures: -Allocation of staff break out areas and toilets -Face masks used in communal staff areas. - System for one in one out for staff toilets - Not meeting face to face with people outside of bubble -Staff wearing masks</i>	<i>Staff transmit the virus to one another, or catch the virus from the student population.</i>	<i>H</i>	<i>Staff sent guidance on social distancing from one another. Minimise number of staff in staff room (3 max) and meeting room (2 max). Advise eating in classroom. Masks to be worn everywhere aside from own classroom. Staff guidance to be resent.</i>	<i>19/5/20 Reviewed 01/09/20 04/01/20 04/01/20 04/01/20</i>	<i>M M M M</i>
	<i>Utilise a communication system to limit amount of visits to school office and to Head of School etc (Whatsapp).</i>	<i>Staff do not have their phone on them.</i>	<i>M</i>	<i>Staff informed of rules regarding having phone on them and only using for essential school communication.</i>	<i>22/5/20 Reviewed 01/09/20 Reviewed 04/01/21</i>	<i>L</i>
Catering	<i>Arrangements in place to provide food to children on site, including the requirement of universal free school meals.</i>	<i>Overcrowding in the hall</i>	<i>H</i>	<i>Lunches staggered so that bubbles remain at a distance.</i>	<i>20/09/20</i>	<i>L</i>
		<i>Cooking of hot meals and. increases risk (more ingredients, deliveries, preparation, etc).</i>	<i>M</i>	<i>Offer grab bags for children to take outside</i>	<i>20/09/20</i>	<i>L</i>



		<p><i>Face-to-face serving increases transmission risk.</i></p> <p><i>Risk of surfaces becoming contaminated in the hall</i></p>	M	<p><i>Delivery of meals to children seated at tables.</i></p>	20/09/20	L
			H	<p><i>Separate tables for each bubble. All surfaces thoroughly wiped down after use.</i></p>	20/09/20	L
		<p><i>Children come into contact with other close contacts</i></p>	H	<p><i>Seated in hall next to the same learning partner as in class. Queing before and after break with same partners.</i></p>	04/01/21	
	<p><i>Arrangements for the continued provision of FSMs for children not attending school are in place. Edenred vouchers</i></p>	<p><i>System doesn't work</i></p>	M	<p><i>Head and Office Staff to liaise with families regularly to ensure vouchers are working</i></p>	01/09/20	L
PPE	<p><i>PPE requirements understood and appropriate supplies in place.</i></p> <p><i>Long term approach to obtaining adequate PPE supplies in place.</i></p>	<p><i>Shortages incurred</i></p>		<p><i>Office staff to audit each week and order as necessary.</i></p>	<p><i>w/b 01/06/20 ongoing from 01/09/20</i></p> <p><i>Checked Jan 21</i></p>	<p>L</p> <p>L</p>
	<p><i>Staff provided with face visor, face mask, gloves if required</i></p>	<p><i>Not used properly and contaminated</i></p>	M	<p><i>Training for all staff on safe use of PPE. Staff required to wear face masks in staff communal areas.</i></p>	<p>02/06/20</p> <p>01/11/20</p> <p>Stocks checked Jan 21</p>	<p>L</p> <p>L</p> <p>L</p>



First Aid	<p>1) Staff to wear visor/gloves/facemask and apron. Glasses to be worn if child is coughing/spluttering</p> <p>2) handwashing before and after treatment</p> <p>3) Limit number of people involved in first aid.</p>	Not used properly and contaminated	M	Training for all staff on safe use of PPE	<p>02/06/20 Revisit 01/09/20</p> <p>Revisit 04/01/21</p>	<p>L</p> <p>L</p>
Response to suspected/ confirmed case of COVID19 in school	<p>Approach to suspected COVID19 cases in place: during school day: Inform SLT member and school nurse and SBM</p> <p>1) If a child becomes unwell with a new continuous cough or high temp they should be sent home immediately – told to get a test. Positive result – isolate for 10 days. If they are tested and it is negative, they may return earlier)</p> <p>2) They should wait preferably outside the front of school, or in bad weather in an isolated room, behind a closed door with window ventilation (Meeting Room) An adult in PPE should wait with them</p> <p>3) If they need the bathroom – use an isolated one and bleach clean immediately after</p> <p>4) Adult supporting should handwash themselves afterwards. They may wish to go home to change clothes if possible</p> <p>5) Meeting room should be bleach cleaned after wards</p>			<p>Put in parents handbook</p> <p>Send out to staff in plan/handbook</p>	<p>17/07/20</p> <p>17/07/20</p> <p>Updated 02/01/21</p>	<p>L</p> <p>L</p>



	6)Arrangements for informing parent community in place. Explain symptoms and why someone was sent home.					
	<p>Approach to confirmed COVID19 cases in place:</p> <p>1) Contact PHE through the DfE phone number.</p> <p>2.) Follow advice of the advisors based on latest public health advice.</p> <p>3) Establish 'close contacts' of the infected individual – these should be sent home to isolate for 10 days.</p> <p>4) Inform staff team and parent community of the positive case in school, and any action that they need to take, through the template letters sent by DfE.</p>			Put in parent handbook and staff handbook	17/07/20 Updated 02/01/21	L
	<p>Approach to two or more cases within 10 days:</p> <p>1.)Continue to work with the local health protection team</p> <p>2.)In some cases, larger numbers of pupils may need to be sent home – switch to remote learning plan.</p>			Put in parent and staff handbook	Updated 02/01/21	
Reorientation after time in lockdown	Changes to the school day/timetables shared with parents.			Parent Communications	ongoing	L



	<i>All students instructed to bring a water bottle each day.</i>			<i>Staff Handbook</i>	<i>01/06/20</i>	<i>L</i>
	<i>Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.</i>	<i>Gaps widened due to variety and standard of learning at home</i> <i>Children have experienced a sense of trauma/ have anxieties about the 'new normal.'</i>	<i>M</i> <i>M</i>	<i>All children assessed in September to gauge starting points. Staff meetings devoted to closing gaps. Daily circle time discussions and activities devised by PSHE/ Wellbeing lead</i> <i>To be discussed further at January inset</i>	<i>w/b 06/09/20</i> <i>01/09/20</i> <i>04/01/21</i>	<i>M</i> <i>L</i>
	<i>Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.</i>			<i>PSHE/ Wellbeing Coordinator to lead on devising activities and initiatives.</i>	<i>01/09/20</i>	<i>L</i>
	<i>Consideration of the impact of COVID19 on families and whether any additional support may be required:</i> <ul style="list-style-type: none"><i>Financial</i><i>Increased FSM eligibility</i><i>Referrals to social care and other support</i><i>PPG/ vulnerable groups</i>			<i>Head of School to stay in regular contact with families via phone.</i>	<i>At least every 4-5 weeks</i>	<i>L</i>
Remote Learning	<i>All students have access to technology and remote learning offer if needed.</i>	<i>Staff do not have time to create home learning resources. Students</i>	<i>M</i>	<i>Staff have created crib sheets in advance, which give</i>	<i>10.10.20</i>	<i>L</i>

	<i>Blended approach between physical and remote learning developed, including support for those children who are shielding/ clinically vulnerable.</i>	<i>unwilling to access home learning.</i>		<i>children two-week access to resources.</i>		
		<i>Students unable to access home learning via ICT.</i>	<i>M</i>	<i>Staged approach dependent on level of children still in school. More face-to-face home learning provided as less demands in class.</i>	<i>10.10.20</i>	
		<i>Children/ parents/ teachers meeting the expectations of the remote learning plan</i>	<i>M</i>	<i>Laptop lent by school – signed agreement by parent.</i>	<i>01.09.20</i>	<i>L</i>
				<i>Remote learning plan re-sent out to staff and on website/ communicated with parents.</i>	<i>02.10.20</i>	<i>L</i>
				<i>Remote learning plan recommunicated with staff and parents. Finer details discussed at January inset.</i>	<i>04/01/21</i>	<i>L</i>
Transitions	<i>Children starting in Reception</i>	<i>Children have not had usual transition in prior academic year, leading to uncertainties/ anxieties lack of preparation for school life</i>	<i>H</i>	<i>More gradual transition into school in September, building up to full days with the whole group after 2 weeks.</i>	<i>01/09/20</i>	<i>L</i>
	<i>Children moving into Year 1</i>	<i>Children who did not complete the full Reception year</i>	<i>H</i>	<i>Academic and holistic assessments to be made by teachers in the first couple of</i>	<i>01/09/20</i>	<i>M</i>



		<i>unprepared for the demands of year 1</i>		<i>weeks back, and approaches/ interventions amended as necessary</i>		
Safeguarding	<i>Individual CYP's risk assessments are in place and welfare checks being undertaken.</i>	<i>Re-opening arrangements not reflected in risk assessment.</i>	<i>M</i>	<i>Review risk assessments for children to ensure they reflect any changes due to reopening arrangements for eligible year groups</i>	<i>01/09/20</i>	<i>L</i>
	<i>Work with other agencies has been undertaken to support vulnerable CYP and families.</i>		<i>M</i>	<i>Head of School (DSL) and Deputy DSL have been working closely with the family and the social worker throughout the closure.</i>	<i>Ongoing</i>	<i>L</i>
	<i>Consideration given to disclosure forms processes.</i>	<i>Paper forms cannot be passed from referring staff member to DSL in the same way.</i>	<i>M</i>	<i>Staff are informed of what to do if they need to share important information with the DSL.</i>	<i>22/05/20 Review 01/09/20 Review 02/01/21</i>	<i>L</i>
	<i>Consideration given to the safe use of physical contact in context of managing behaviour.</i>		<i>M</i>	<i>Staff maintain social distancing with children – Head of School is contacted if behaviour/ need requires closer physical contact.</i>	<i>w/b 03/06/20 Review 01/09/20 Review 02/01/21</i>	<i>L</i>
	<i>Current learning plans, revised expectations and required</i>	<i>Students have gaps in their learning as a result</i>	<i>M</i>	<i>Guidance sent to staff regarding curriculum</i>	<i>01/09/20</i>	<i>L</i>



Curriculum / learning environment	<i>adjustments have been considered.</i>	<i>of varied engagement/ support during remote learning.</i>		<i>expectations. Balance between broad and balanced curriculum, filling gaps and considering student wellbeing.</i>	<i>Reviewed 02/01/21</i>	
	<i>Activities in certain subject areas, e.g. PE, Science investigations, D+T should be completed to ensure that they are safe to run.</i>			<i>Risk assessments to be completed for activities that require children to move around spaces.</i>	<i>01/09/20 Reviewed 02/01/21</i>	<i>L</i>
	<i>Whole school approach to adapting curriculum as necessary:</i> <ul style="list-style-type: none"><i>Wellbeing curriculum</i><i>recognising 'non-curriculum' learning that has been done</i><i>capturing pupil achievements/ outcomes</i>	<i>Staff do not feel adequately trained and supported in front of classroom delivery style and aware of how best to provide students with additional support</i> <i>Staff do not feel adequately trained in how to support children's wellbeing.</i>	<i>M</i>	<i>Training/support offered by Head/ Senior teacher.</i>	<i>01/09/20</i>	<i>L</i>
			<i>M</i>	<i>Training/ resources offered by PSHE/ Wellbeing lead.</i> <i>To be discussed at January inset</i>	<i>01/09/20 05/01/21</i>	<i>L L</i>
	<i>Student behaviour policy reviewed and amended where necessary in line with the current circumstances.</i>			<i>New behaviour policy written with behaviour addendum, specifically relating to COVID-19</i> <i>Zoom behaviour assembly with Head at beginning of</i>	<i>10.09.20 06/01/21</i>	<i>L L</i>



				January term to reiterate		
Children with SEND	Approach to provision of the elements of the EHCP including health/therapies.	<i>Children may have been unable to access/ complete home learning resources. Gaps may have emerged in their learning as a result.</i>	M	<i>Each family has been receiving individual phone calls from SENCO every couple of weeks, regarding support and best way forward for their child – which type of provision would be best.</i>	ongoing	L
	Continued support of SEND children and annual reviews.	<i>Continued support of SEND children becomes more difficult due to distancing/ home learning. Parents unable to arrange annual reviews.</i>		<i>SENCO is following the 'Reasonable Endeavours' Guidance to support SEND children. Annual reviews to go ahead via phone or video conferencing SENCO to rearrange</i>	<i>All planned in spring 2 and autumn</i> <i>Completed</i>	
	Requests for assessment.			<i>To go ahead as usual</i>		
Attendance	Approach to supporting attendance.	<i>Parents choose not to send children in</i>	H	<i>Admin to forward attendance lists weekly. Head of School to call families of non-attending children to increase attendance.</i>	<i>Weekly from 04/09/20</i> <i>Reivewed 04/01/21</i>	M
	Approach to support for parents where rates of persistent absence were high before closure.		H	<i>Specific families to be called more regularly to ensure attendance.</i>	<i>Weekly from 04/09/20</i>	M



Governance	Meetings and decisions that need to be taken are prioritised		<i>M</i>	<i>Virtual meetings</i>	<i>01/09/20</i>	<i>L</i>
	Governors are clear on their role in the planning and re-opening of the school, including support to leaders.	<i>Health and Safety support may be needed to ensure safe opening.</i>	<i>M</i>	<i>Health and Safety support for reopening plans.</i>	<i>01/09/20</i>	<i>L</i>
	Approach to communication between Leaders and governors is clear and understood.	<i>LA notes etc. may not have reached governing body.</i>	<i>M</i>	<i>LA notes to be sent to Governors. Weekly correspondence forwarded to Governors</i>	<i>01/09/20</i> <i>Ongoing</i>	<i>L</i>
		<i>Governors cannot circulate classes to monitor standards.</i>	<i>M</i>	<i>Zoom calls/ screen sharing</i> <i>Re-send risk assessment at beginning of January term</i>	<i>01/09/20</i> <i>04/01/21</i>	<i>L</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>H</i>	<i>All offsite trips cancelled until further notice.</i>	<i>17/07/20</i>	<i>L</i>
				<i>Forest School to restart on 13.11.20 – rigorous risk assessment in place.</i>	<i>01.09.20</i>	<i>L</i>
				<i>Offsite trips continue to be cancelled</i>	<i>04/01/21</i>	<i>L</i>



Finance	Additional costs incurred due to COVID19 are understood and clearly documented.		<i>M</i>	<i>Paperwork read and understood Budget assumptions formulated based on advice.</i>	<i>ongoing</i>	<i>L</i>
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM		<i>M</i>	<i>Invoices and COVID expenses going through Barbara Benn.</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>M</i>	<i>Loss of income adjusted in budget Eg, catering and lettings</i>	<i>ongoing</i>	<i>L</i>
	Insurance claims, including visits/trips booked previously.		<i>M</i>	<i>Communication to be made with families place around Year 6 residential</i>	<i>ongoing</i>	<i>L</i>
	Continuous liaison and discussion regarding the insurance claim and additional costs as a result of the oil spill.		<i>M</i>	<i>MAT Office Manager and Head of School to remain in continuous contact with the insurers and loss adjustors to monitor the impact on the school budget.</i>	<i>Ongoing</i>	<i>M</i>

Supporting Documents

DfE - Guidance for full opening: schools - <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> published 2nd July 2020

Staff Handbook



Parent Handbook

Individual Pupil Risk Assessment

Teaching Timetable

Behaviour Policy and Addendum

Child Protection Policy

Lunch duty Rota

Appendix A – Numbers in School

Provisional Number of People in Each Bubble

Bubble 1 - Reception (Ducklings Class)

Reception: 21 children

Adults: Up to 3

Total Bubble Size: 24 people

Bubble 2 – Years 1 and 2 (Minnows Class)

Year 1: 13 children

Year 2: 15 children

Adults: Up to 4

Total Bubble Size: 32 people

Bubble 3 – Years 3 and 4 (Frogs Class)

Year 3: 15 children

Year 4: 13 children

Adults: Up to 3

Total Bubble Size: 31 people



Bubble 4 – Years 5 and 6 (Kingfishers Class)

Year 5: 14 children

Year 6: 15 children

Adults: Up to 3

Total Bubble Size: 32 people

Appendix B – Proposed Timetable

There are four bubbles - each of our usual classes constitutes a bubble.

Bubble 1 – Ducklings Class (Reception children)

Bubble 2 – Minnows Class (Year 1 and 2 children)

Bubble 3 – Frogs Class (Year 3 and 4 children)

Bubble 4 – Kingfishers Class (Year 5 and 6 children)

* The Ducklings group have a phased transition for the opening two weeks (see Appendix C), however the below shows the times that they will attend school when the transition phase has been completed (from 17/09/20).

Group	Main Teacher/s	Location	Entry/Exit	Start-Finish
Ducklings* (Reception)	Miss Matthews	Reception Classroom and Outdoor Area	Reception Class Front Entrance	8.35am – 2.55pm
Minnows (Years 1 and 2)	Mrs Murrell/ Ms Weetch	Minnows Classroom and Comms Room	Minnows Fire Escape	8.45am-3.05pm
Frogs (Years 3 and 4)	Mrs Bailey	Frogs Classroom and Breakout Room	Rear Entrance by Head's Office	8.35am-2.55pm

Kingfishers (Years 5 and 6)	Mr Brown	Kingfishers Classroom and Library	Kingfishers Front Fire Exit	8.45am-3.05pm
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- Some bubbles can start and finish at the same times, as their entrance/ exit points are at distant locations in the school.
- Midday assistants (Donna Hannigan) and Kitchen Staff (Jen Andrews, Jill Atkins) are now fully returning to work, and can assist with supervision during lunchtimes to ease the burden of staffing.
- A KS1 lunch takes place from 12-12.30pm and KS2 each lunch from 12.30pm-1pm
- KS2 have their playtime from 12-12.30pm and KS1 from 12.30pm-1pm
- Areas in the hall and playground are zoned so that children from different bubbles do not come into contact with one another.
- When sitting for lunch, children should sit next to the children that they are next to in class, to minimise the number of 'close contacts' of each child.
- The bus will be asked to arrive in school at 8.45am and leave at 3pm in order to ensure a best fit – children not arriving too early and waiting around, and not arriving significantly late. Families are encouraged to bring their own children into school wherever possible.

Appendix C – New Reception Class Transition Plan

As the new Reception children did not experience the usual programme of transition throughout the summer term, we are opting for a more phased transition in September. This will allow the children to gradually get used to school life, and the staff to learn about the children as individuals in smaller groups initially.

The children will be split into two groups: Group A and Group B. One group will contain 10 children and the other will contain 11.

Date	Children	Time in School
Thursday 3 rd September	Group A	8.40am -12pm
Friday 4 th September	Group B	8.40am - 12pm



Monday 7 th September	Group A	8.40am - 1pm (inc. lunch)	
Tuesday 8 th September	Group B	8.40am - 1pm (inc. lunch)	
Wednesday 9 th September	Group A	8.40am - 1pm (inc. lunch)	
Thursday 10 th September	Group B	8.40am - 1pm (inc. lunch)	
Friday 11 th September Monday 14 th September Tuesday 15 th September Wednesday 16 th September	All Children	8.40am-1pm (inc. lunch)	
Thursday 17 th September (onwards)	All Children	8.40am-2.55pm	