



Debden Primary Academy

COVID19: Re-opening Risk Assessment – May 2021 Update

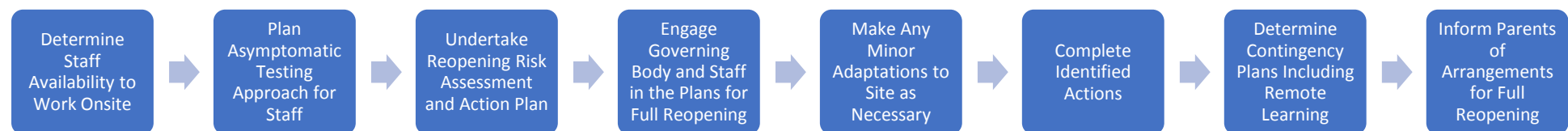
Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the full re-opening of the school from March 8th and ensure the school continues to operate in a safe way following full reopening.

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 (January 2021 update)
- 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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<i>Theme</i>	<i>Control Measures</i>	<i>Risk to Implementation</i>	<i>Risk Level Pre-Action</i>	<i>Action Required / Decision Made</i>	<i>Action Completed Date</i>	<i>Risk Level Post-Action</i>
Site Arrangements	Office spaces re-designed to allow office-based staff to work safely (considering remote working where appropriate).	Office does not allow for adequate space between staff members, no windows for ventilation.	M	<p>Only admin member of staff uses the office space.</p> <p>Any others who would use office space, e.g. JM, SD, or BB either working remotely or utilising another space in the school.</p>	<p>24/02/21</p> <p>24/02/21</p>	L
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.	M	<p>Staggered starts and finishes for school day – communicate to parents.</p> <p>Each class has separate entrances/exits – communicated with parents</p> <p>Parents do not come on site at all (except for first day back/ Reception). Year R/ 1 parents drop children by the front gate, so only children enter site (children enter</p>	<p>17/07/20 01/03/21</p> <p>17/07/20 01/03/21</p>	



				<i>building within view). KS2 parents drop at waiting point and go.</i> <i>2-meter markers are present on wall outside the front of school</i> <i>See additional social distancing measures in section below</i>	12/07/20 03/03/21 01/09/20	L
	<i>Consideration given to the arrangements for any deliveries.</i>	<i>Deliveries dropped in office and signed for. Social distancing in school kitchen area</i>	M	<i>Deliveries signed for through screen at Office. Left outside Office. Kitchen staff collect deliveries from outside the Office.</i>	w/b 01/09/20 Reviewed 03/01/21	L
	<i>All work relating to the oil leak and subsequent rebuilding of the oil tank.</i>	<i>Outdoor spaces unsafe for children and staff</i>	H	<i>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.</i>	End of August Completed	L
Transport	<i>Consideration given to how children travel to school, with particular regards to the school bus. Contact with bus company to ensure social distancing.</i>	<i>Potential for children to be not socially distanced on the bus, undermining efforts in school.</i>	H	<i>Largest bus possible will be requested. Parents informed children should wear masks on bus.</i>	13/07/20 01/03/21	



		<p><i>Children are in close proximity to those in other social bubbles.</i></p> <p><i>Children arrive at school early/ late for their staggered start time and with lots of other children.</i></p>		<p><i>All children distanced as far as is possible.</i></p> <p><i>Children from different bubbles are separated, with at least a row between them.</i></p> <p><i>Communication with parents, advising them not to take the school bus if at all possible. Advise walking/ cycling.</i></p> <p><i>Bus company informed for bus to arrive at 8.40am (and wait for 8.50am stagger away from the corner) and same at 2.55pm and 3.05pm staggers.</i></p>	<p>13/07/20</p> <p>13/07/20 Contact again 04/01/21</p> <p>04/01/21</p> <p>24/02/21</p>	<p>M</p> <p>M</p> <p>M</p> <p>M</p>
Emergency Evacuations	<p><i>Evacuation routes are confirmed, and signage accurately reflects these.</i></p> <p><i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i></p>	<p><i>If external door routes are blocked, there will be a need to use internal doors and social distancing would be harder.</i></p> <p><i>Fire marshals may not be on site.</i></p>	<p>M</p> <p>M</p>	<p><i>Revised evacuation procedure and share with all staff and children.</i></p> <p><i>New fire wardens trained – MH and HM – always one on site.</i></p>	<p>w/b 01/09/20 04/03/21</p> <p>25/02/21</p>	<p>L</p> <p>L</p>



				Fire practice drill to take place first week back.	08/03/21	L
Cleaning and waste disposal	Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non healthcare settings guidance</u> .	Cleaners off sick	M	Confirmed with cleaning company that they can send other cleaners if regular cleaners become ill.	20/05/20	L
		Staff unaware of cleaning responsibilities	M	Staff made aware of need to clean objects and equipment before and after use.	19/05/20	L
		Cleaners unaware of cleaning responsibilities	M	Cleaning company contacted, to ensure 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.	19/05/20 w/b 01/06/20	L
		Lack of Equipment	M	Cleaners to change bins and replenish handwash etc. each day.	19/05/20 w/b 01/06/20	L



				Capacity of cleaning staff is adequate to enable enhanced cleaning regime.		
	<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>Sanitiser station at entrance to the school, by school office.</i> <i>Extra sanitiser ordered.</i>	21/05/20 03/03/21 21/05/20 19/05/20 25/02/21	<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>	19/05/20 25/02/21	<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>	20/05/20	<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>	w/b 01/06/20	<i>L</i>



	<i>Sufficient time is available for the enhanced cleaning regime to take place.</i>	<i>Staff in the building prevent cleaners from completing enhanced cleaning regime.</i>	<i>M</i>	<i>All staff advised to arrive after 8am and leave before 4.30pm in order for cleaning to be undertaken.</i>	<i>01/09/20</i>	<i>L</i>
Classrooms	<i>Classrooms rearranged to allow as much space between individuals as practical.</i> <i>Front facing to avoid children facing each other</i> <i>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</i>	<i>Teachers do not make the most of the available space, putting all in the class at risk.</i> <i>Children move desks during lesson</i> <i>Rules unclear, putting staff and children at risk.</i>	<i>M</i>	<i>Suggested class plan done for each room to maximise space.</i> <i>Excess furniture removed to allow more space</i> <i>Addition to the behaviour policy to reflect social distancing rules.</i>	<i>17/07/20</i> <i>25/05/20</i> <i>Revisited</i> <i>17/07/20</i> <i>21/05/20</i> <i>Revisited</i> <i>17/07/20</i>	<i>L</i>
	<i>Classroom entry and exit routes have been determined and appropriate signage in place.</i>	<i>Routes mean that there is potential interaction with other groups.</i>	<i>M</i>	<i>Entry and exit routes designed so that different bubbles cannot come into contact. Map to be circulated.</i> <i>Ensure signage up and securely fastened</i> <i>Share with children on first day in</i>	<i>01/09/20</i> <i>03/03/21</i> <i>01/09/20</i> <i>03/03/21</i> <i>03/09/20</i> <i>08/03/21</i>	<i>L</i> <i>L</i> <i>L</i>
	<i>Appropriate resources are available within all classrooms e.g. IT, age specific resources.</i>	<i>Trays no longer under tables due to the trip hazards that this creates</i>		<i>. Teacher ensures that books are retrieved in an orderly</i>		

	<p><i>NB: sharing of equipment should be limited to the bubble where possible and cleaned between uses if sharing across bubbles.</i></p>	<p><i>in the classroom. Children can get books from trays as needed in an orderly fashion.</i></p>	M	<p><i>fashion (e.g.two tables at a time etc.)</i></p>	08/03/20	L
	<p><i>Resources which are not easily washable or wipeable have been be removed.</i></p>	<p><i>Soft toys, cushions and beanbags not easily washable.</i></p>	M	<p><i>These items removed from classrooms and placed in storage.</i></p>	01/09/20	L
	<p><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></p>	<p><i>No COVID19 information posters in place. Limited reminders/ awareness for children leading to lack of compliance</i></p>	L	<p><i>Posters to be displayed to remind of good hygiene, social distancing etc. Check posters are still visible around the identified locations.</i></p>	<p><i>25/05/20 Revisit 01/09/20 03/03/21</i></p>	L
	<p><i>If having PE – come to school wearing PE kit and stay in it all day</i></p>	<p><i>Child forgets to wear PE kit</i></p>	M	<p><i>Child cannot take part in PE</i></p>	25/05/20	L
	<p><i>Furniture arranged to minimise contact as much as possible e.g. Desks side by side, facing front, where age appropriate.</i></p>	<p><i>Staff do not have time in building to organise furniture. Key worker children in some classes.</i></p>	M	<p><i>Time given for teachers on 06/03/21: key worker classes moved to Hall/ library on this day.</i></p>	06/03/21	L
				<p><i>Due to reduced risk, children's seats can now be arranged in groups (only y1 have</i></p>	30/04/21	L



				chosen to do so thus far).		
	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 evening to check.	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
Staffing	Staffing numbers required for full re-opening have been determined including support staff such as facilities, IT, midday and office/admin staff.	All staff available. Staff aware of roles and rotas.	L			
	Approach to staff absence reporting and recording in place. All staff aware.			In staff handbook To be re-sent	17/07/20 01/03/21	L
	Arrangements for staff who are working from home are in place (including those isolating due to case of COVID etc.) Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.	No staff are currently in these categories, but may be in the future.	M	Staff guidance completed and distributed	17/07/20	L



	<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>	<i>Cover becomes sick and is unavailable</i>	<i>M</i>	<i>Explain to parents that classes may have to shut in event of exceptional levels of staff absence</i> <i>Use staff already within the school where possible.</i> <i>Call supply agencies to see if they have available staff</i> <i>Ensure those working from home know they may need to come in</i>	01/09/20 Revisited 04/01/20	<i>M</i>
	<i>Approaches for meetings and staff training in place.</i>	<i>Lack of IT equipment</i>	<i>M</i>	<i>Check all staff have access to Zoom via IT equipment</i> <i>Meetings in person socially distanced where appropriate.</i> <i>All meetings now taking place on Zoom.</i>	17/07/20 01/09/20 04/01/21	 <i>M</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</i>	17/07/20	



				for home learning activities.	17/07/20	L
				Teachers informed of expectations of providing home learning resources.	04/01/21	L
				Remote learning policy re-sent		
	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.	Staff are unsure of their responsibilities throughout the period.	H	Staff informed of their role in September whilst current arrangements are in place. Teacher planning is clear and is of a high quality - staff all informed of roles in clear communication. Staff communication regarding roles for January, in light of absences.	17/07/20 01/09/20 04/01/21	 M M
	Approach to support wellbeing, mental health and resilience in place, including bereavement support How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.			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 x	17/07/20	L



				<i>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements</i>	<i>12/05/20</i>	<i>L</i>
	<i>Arrangements for accessing testing are in place. Staff are clear on returning to work guidance.</i>			<i>Advice given to staff in staff handbook</i> <i>Staff trained on how to perform tests. Twice weekly</i> <i>Reissued with updated guidance January 2021</i>	<i>17/07/20</i> <i>04/01/21</i> <i>04/01/21</i>	<i>L</i> <i>L</i> <i>L</i>
	<i>Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision agreed and communicated.</i>			<i>Remote Learning Policy revisited and redistributed</i>	<i>24/02/21</i>	<i>L</i>
	<i>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</i> <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>		<i>M</i>	<i>Minimise visits/ contractors to only essential. Check with the contractor any requirements their employer has specified before visit. Share school protocols.</i>	<i>w/b 01/06/20</i> <i>Revisited 17/07/20</i>	<i>M</i>



				<p><i>All maintenance visits to take place outside of school hours</i></p> <p><i>Peripatetic music lessons take place in demountable classroom. Teacher does not enter the main school. Sports coaches use 2nd demountable – do not use school building.</i></p>	<p><i>Revisited 04/01/21</i></p> <p><i>23/02/21</i></p>	<i>L</i>
	<i>Considerations for PPA for teaching staff.</i>	<i>Previously, other staff members could not cover their PPA as would break the 'bubble.'</i>	<i>M</i>	<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>
	<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>	<i>External adults may spread virus unknowingly around different groups in the school.</i>	<i>M</i>	<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>Discussions being held with breakfast/</i></p>	<p><i>01/09/20</i></p> <p><i>01/09/20</i></p> <p><i>01/09/20</i></p>	<p><i>M</i></p> <p><i>M</i></p> <p><i>M</i></p>



				<p><i>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>04/01/21</p> <p>04/01/21</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. Working patterns changed to support social bubbles.</i></p> <p>See Appendix B</p>	<p>17/07/20</p> <p>Revisited 04/01/21</p>	<p>M</p> <p>M</p>



Group Sizes	<i>All bubbles have been determined in accordance with the principle of limiting social interaction and small, consistent groups of CYP, that can remain separate from other people and groups.</i>	<i>Bubbles are the four classes. Sections of the building assigned to each bubble so that contact is minimised during the school day. See Appendix B.</i>	L			
	<i>All children and young people are included in distinct groups/ 'bubbles' that do not mix and the number of children and young people in each bubble is as small as possible.</i>	<i>Toilet block needs to be shared between Ducklings and Minnows.</i>	M	<i>Use of separate doors. Staff check no one in before use.</i>	01/09/20	
		<i>Lunches need to be at same time due to time/ staffing restrictions</i>	M	<i>See Catering arrangements below</i>		
Social Distancing	<i>Arrangements for social distancing in place:</i> <ul style="list-style-type: none"> <i>Staggered school drop off/pick up times and locations</i> <i>2m markers at entrance points and where necessary</i> <i>Internal corridors and doors not used except for toilet or fire emergency</i> <i>Break and lunch times are staggered. Each bubble to have own play zone and equipment. Equipment wiped clean before and after use.</i> 	<i>People do not arrive at correct time/place</i> <i>Guidance not followed</i>	H	<i>Communication to parents</i> <i>Increased signage around the school.</i> <i>Encouragement to arrive 'on time' or wait away from the school to prevent overcrowding.</i> <i>Head of School or office member on gate AM and PM for welcoming and encouraging social distancing.</i> <i>Children who are late have to wait with</i>	17/07/20 01/09/20 01/03/21 01/09/20	M M



	<ul style="list-style-type: none"> Toilet arrangements – one person at a time, no queuing. Breaktime – MDA allocated to toilet duty 			<p>parent until all bubbles have entered if they miss their slot to go in.</p> <p>Older KS2 children encouraged to be dropped at waiting point rather than parents waiting.</p> <p>Email reiterating social distancing rules at the front of school.</p>	<p>01/09/20</p> <p>01/03/21</p> <p>01/03/21</p>	<p>M</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 March reiterating rules.</p>	<p>01/09/20</p> <p>01/03/21</p>	<p>M</p> <p>M</p>
	Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.			On arrival, students move straight to classroom and sit at named table and wait for rest of class to arrive/class to begin.	01/09/20	L
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.	Social distancing rules are broken and health is risked.	M	<p>Handwashing and cleaning (if needed)</p> <p>Conversations with parents</p>	<p>01/09/20</p> <p>01/09/20</p>	<p>L</p> <p>L</p>



				<i>Addition to behaviour policy and staff briefed on protocol.</i>	<i>19/05/20</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. E-assemblies replace whole-school assemblies where necessary Continue this approach in March</i>	<i>01/09/20 08/03/21</i>	<i>L 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. NB: fixed outdoor equipment allocated to key worker classes. Each class to have their own equipment that comes in and out with them if needed.</i>	<i>The virus is still spread within groups.</i>	<i>M</i>	<i>Handwashing before and after break. Each class has their own equipment New equipment purchased by FODs. Further control over usage/ cleaning</i>	<i>01/09/20 04/01/21</i>	<i>L 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</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 (4 max) and meeting room additional spill over room (2 max).</i>	<i>19/5/20 Reviewed 01/09/20 26/02/21</i>	<i>M M</i>



	-Staff wearing masks			Advise eating in classroom.	04/01/20	M
				Masks to be worn everywhere aside from own classroom.	04/01/20	M
				Staff guidance to be resent.	01/03/21	M
	Utilise a communication system to limit amount of visits to school office and to Head of School etc (Whatsapp).	Staff do not have their phone on them.	M	Staff informed of rules regarding having phone on them and only using for essential school communication.	22/5/20 Reviewed 01/09/20 Reviewed 04/01/21	L
Catering	Arrangements in place to provide food to children on site, including the requirement of universal free school meals.	Overcrowding in the hall	H	Lunches staggered so that bubbles remain at a distance.2 bubbles at a time at opposite sides of the hall.	08/03/21	L
		Cooking of hot meals and. increases risk (more ingredients, deliveries, preparation, etc).	M	Offer grab bags for children.	20/09/20	L
		Face-to-face serving increases transmission risk.	M	Delivery of meals to children seated at tables.	20/09/20	L
		Risk of surfaces becoming contaminated in the hall	H	All surfaces thoroughly wiped down after use.	20/09/20	L



		<i>Children come into contact with other close contacts</i>	<i>H</i>	<i>Seated in hall next to the same learning partner as in class. Queing before and after break with same partners.</i>	<i>08/03/21</i>	
	<i>Arrangements for the continued provision of FSMs for children not attending school are in place. Edenred vouchers</i>	<i>System doesn't work</i>	<i>M</i>	<i>Head and Office Staff to liaise with families regularly to ensure vouchers are working</i>	<i>01/09/20</i>	<i>L</i>
PPE	<i>PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.</i>	<i>Shortages incurred</i>		<i>Office staff to audit each week and order as necessary.</i>	<i>w/b 01/06/20 ongoing from 01/09/20</i>	<i>L</i>
					<i>Checked Jan 21 Re-Check Mar 21</i>	<i>L</i>
	<i>Staff provided with face visor, face mask, gloves if required</i>	<i>Not used properly and contaminated</i>	<i>M</i>	<i>Training for all staff on safe use of PPE. Staff required to wear face masks in staff communal areas.</i>	<i>02/06/20</i> <i>01/11/20</i> <i>Stocks checked Jan 21 Re-check Mar 21</i>	<i>L</i> <i>L</i> <i>L</i>
First Aid	<i>1) Staff to wear visor/gloves/facemask and apron. Glasses to be worn if child is coughing/spluttering 2) handwashing before and after treatment</i>	<i>Not used properly and contaminated</i>	<i>M</i>	<i>Training for all staff on safe use of PPE</i>	<i>02/06/20</i>	<i>L</i>
					<i>Revisit 01/09/20</i> <i>Revisit 04/01/21</i>	<i>L</i>



	3) Limit number of people involved in first aid.					
Response to suspected/ confirmed case of COVID19 in school	<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 procedures in place •Arrangements for informing parent community in place <p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> •Cleaning procedure in place •Arrangements for informing parent community in place •Contact tracing arrangements if needed 					
Remote Learning	<p>All students have access to technology and remote learning offer if needed.</p> <p>Blended approach between physical and remote learning developed, including support for those children who are shielding/ clinically vulnerable.</p>	Staff do not have time to create home learning resources. Students unwilling to access home learning.	M	<p>Staff have created crib sheets in advance, which give children two-week access to resources.</p> <p>Remote learning policy revisited Staged approach dependent on level of children still in school. More face-to-face home learning provided as</p>	<p>10.10.20 08/03/21</p> <p>10.10.20</p>	<p>L</p> <p>L</p>



		Students unable to access home learning via ICT.	M	Laptops lent by school – signed agreement by parent.	02.10.20	
		Children/ parents/ teachers meeting the expectations of the remote learning plan	M	Communication home from teacher and then Head of School.	08/03/21	L
Safeguarding	Individual CYP's risk assessments are in place and welfare checks being undertaken.	Re-opening arrangements not reflected in risk assessment.	M	Review risk assessments for children to ensure they reflect any changes due to reopening arrangements for eligible year groups	01/09/20	L
	Consideration given to disclosure forms processes.	Paper forms cannot be passed from referring staff member to DSL in the same way.	M	Staff are informed of what to do if they need to share important information with the DSL.	22/05/20 Review 01/09/20 Review 02/01/21	L
	Consideration given to the safe use of physical contact in context of managing behaviour.		M	Staff maintain social distancing with children – Head of School is contacted if behaviour/ need requires closer physical contact.	w/b 03/06/20 Review 01/09/20 Review 08/03/21	L
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.	Students have gaps in their learning as a result of varied engagement/ support during remote learning.	M	Guidance sent to staff regarding curriculum expectations. Balance between broad and balanced curriculum, filling gaps and considering student wellbeing.	01/09/20 Reviewed 24/02/21	L

				<p><i>Assessments sat in all core subjects before the Easter break, to gauge learning and gaps.</i></p> <p><i>Interventions programme to close gaps.</i></p>	<p>20/03/21</p> <p>Early April.</p>	
	<p><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></p>			<p><i>Risk assessments to be completed for activities that require children to move around spaces.</i></p>	<p>01/09/20</p> <p>Reviewed 02/01/21</p>	L
	<p><i>Whole school approach to adapting curriculum as necessary:</i></p> <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>Remote learning policy</i> 	<p><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></p> <p><i>Staff do not feel adequately trained in how to support children's wellbeing.</i></p>	<p>M</p> <p>M</p>	<p><i>Training/support offered by Head/Senior teacher.</i></p> <p><i>Training/ resources offered by PSHE/ Wellbeing lead.</i></p> <p><i>To be discussed at January inset</i></p> <p><i>Wellbeing week reorganised for shortly after Easter.</i></p>	<p>01/09/20</p> <p>01/09/20</p> <p>05/01/21</p> <p>08/03/21</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>



	<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>10.09.20</i>	<i>L</i>
				<i>Zoom behaviour assembly with Head at beginning of January term to reiterate</i>	<i>06/01/21</i>	<i>L</i>
Children with SEND	<i>Approach to provision of the elements of the EHCP including health/therapies.</i>	<i>Children may have been unable to access/ complete home learning resources. Gaps may have emerged in their learning as a result.</i>	<i>M</i>	<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>	<i>ongoing</i>	<i>L</i>
	<i>Continued support of SEND children and annual reviews.</i>	<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>	
	<i>Requests for assessment.</i>			<i>To go ahead as usual</i>		
Attendance	<i>Approach to supporting attendance, including those who may be anxious.</i>	<i>Parents choose not to send children in</i>	<i>H</i>	<i>Admin to forward attendance lists weekly. Head of School to call families</i>	<i>Weekly from 04/09/20</i>	<i>M</i>



				<i>of non-attending children to increase attendance.</i>	<i>Reivewed 08/03/21</i>	
	Approach to support for parents where rates of persistent absence were high before closure.		<i>H</i>	<i>Specific families to be called more regularly to ensure attendance.</i>	<i>Weekly</i>	<i>M</i>
Communication	Information shared with staff around the full re-opening plan, including amendments to usual working patterns/practices and groups.	<i>Staff updated through staff handbook</i>	<i>M</i>	<i>Staff handbook amended</i>	<i>01/03/21</i>	<i>L</i>
		<i>Risk of staff not following important changes/ physical mixing to get messages across</i>	<i>M</i>	<i>'Live' staff communications board to keep staff up to speed with all key messages/ changes.</i>	<i>11/02/21</i>	<i>L</i>
	Communications with parents on all aspects of the re-opening plan that affect them and their children.	<i>Parent handbook</i>	<i>M</i>	<i>Parent handbook updated.</i>	<i>01/03/21</i>	<i>L</i>
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 06/03/21</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>Correspondence to parents/ staff forwarded to Governors</i>	<i>01/09/20 06/03/21</i>	<i>L</i>
		<i>Governors cannot circulate classes to monitor standards.</i>	<i>M</i>	<i>Zoom calls/ screen sharing. Subject</i>	<i>Ongoing</i>	<i>L</i>



				<p><i>leaders join Governor meetings.</i></p> <p><i>Re-send risk assessment at beginning of reopening for approval</i></p> <p><i>Governors have understanding of staff wellbeing through surveys, conversations with staff etc.</i></p>	<p>25/02/21</p> <p>Ongoing</p>	<p>L</p> <p>L</p>
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.		H	<p><i>All offsite trips cancelled until further notice.</i></p> <p><i>Forest School to restart at a time collectively agreed by MH, KD and HM – most probably straight away.</i></p> <p><i>Offsite trips continue to be cancelled</i></p> <p><i>Outdoor trips have been arranged provisionally for June – outdoors in locations that have comprehensive risk</i></p>	<p>17/07/20</p> <p>01.09.20 08.03.21</p> <p>04/01/21</p> <p>28/04/21</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>



				<i>assessments of their own. MH checking these over before trips can be booked. Subject to government guidelines.</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: 19 children Adults: Up to 3 Total Bubble Size: 22 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 2 – Years 1 and 2 (Minnows Class) Year 1: 13 children Year 2: 16 children Adults: Up to 4 Total Bubble Size: 33 people	Bubble 4 – Years 5 and 6 (Kingfishers Class) Year 5: 15 children Year 6: 15 children Adults: Up to 3 Total Bubble Size: 33 people

Appendix B – 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)

Group	Main Teacher/s (Other staff)	Location	Entry/Exit	Start-Finish
Ducklings* (Reception)	Miss Matthews (Mrs Cameron)	Reception Classroom and Outdoor Area	Reception Class Front Entrance	8.40am – 2.55pm
Minnows (Years 1 and 2)	Ms Weetch/Mrs Hutley (Mrs Cox, Mrs Pargeter, and Miss Brown)	Minnows Classroom and Comms Room	Minnows Fire Escape	8.50am-3.05pm
Frogs (Years 3 and 4)	Mrs Bailey (Mrs Dixon and Mrs Hare)	Frogs Classroom and Breakout Room	Rear Entrance by Head's Office	8.40am-2.55pm
Kingfishers (Years 5 and 6)	Mr Brown (Mrs Hayden and Miss Douglas)	Kingfishers Classroom and Library	Kingfishers Front Fire Exit	8.50am-3.05pm

-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, Allyson Harrison) 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.