

COVID19: Phased return to school risk assessment and action planning

SCHOOL NAME: Rushey Green Primary School

DATE: May 2020

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the phased increase in numbers of adults and children in schools to ensure the school continues to undertake operate in a safe way. Plans and measures in place should be reviewed on a regular basis, particularly before inviting new groups of children and young people (CYP) in to school.

In line with DfE guidance, schools and trusts need to work closely with parents, staff and unions as they normally would, when agreeing the best plan for their school's circumstances. Your risk assessments and plans need to be confirmed with your governing bodies/academy trusts and shared with the local authority.

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'

Recent DfE Guidance:

[Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)
[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
[DfE planning guide for primary schools](#)

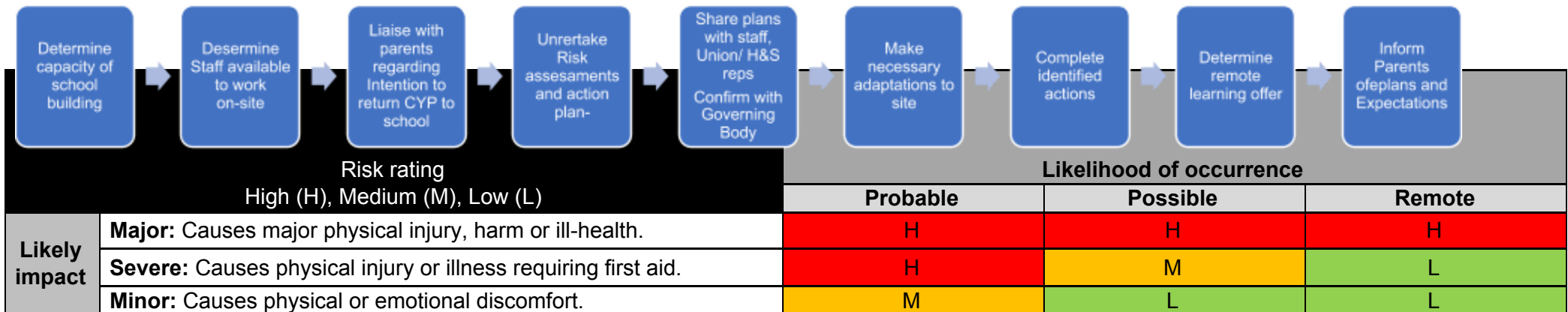
Appendices

Appendix 1 – Trade Unions' planning guide and checklists (for information)

The following principles underpin all planning and actions:

- Children’s needs are paramount
- Staff physical and emotional well-being must be considered at all stages of planning and implementation
- Ensuring effective infection protection and control and preventing the spread of coronavirus e.g. dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces).
- Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- Cleaning hands more often than usual
- Ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
- Cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- Maintaining social distancing and minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times) and implementing the hierarchy of controls in the DfE [protection measures guidelines](#) group

Steps of Re-opening Preparation:



Risk Matrix:

The below table includes examples in grey, these are not exhaustive

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
1. Preparing Buildings and Facilities							
1a	Premises and utilities have been health and safety checked and building is compliant. <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	<i>Example:</i> <i>Site Manager is unavailable</i> <i>Site has been closed for prolonged period</i> <i>Food remains in the freezer</i>	<i>Example:</i> <i>H</i> <i>M</i> <i>M</i> <i>M</i>	<i>Example:</i> <i>Source alternative suitably trained person</i> <i>Carry out a formal / recorded full pre-opening premises inspection.</i> <i>Commission a water treatment specialist to chlorinate and flush the complete system for all hot and cold water systems and certify the water system is safe before the buildings are reoccupied.</i> <i>Determine with the catering staff / school meals service how left over frozen food should be dealt with and action as appropriate.</i>	MD	<i>Example:</i> <i>Date as needed</i> <i>22/05/20</i> <i>26/05/20</i> <i>21/05/20</i>	<i>Example:</i> <i>L</i> <i>L</i> <i>L</i> <i>L</i>
1b	Office spaces re-designed to allow office-based staff to work safely.	<i>Office does not allow for adequate space</i>	<i>M</i>	<i>Office staff desks repositioned. Staff working from home until</i>	MD/NP	<i>20/05/20</i>	<i>L</i>

1f	Consideration given to the arrangements for any deliveries.	<i>Delivery personnel not to enter school building.</i>	<i>m</i>	<i>Postal deliveries to be dropped off and signed for a main entrance door. Food /supply deliveries to be dropped off in school car park and signed for outside of school building</i>			
2. Emergency Evacuations							
2a	Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i> Consideration given to Person/Pupil Emergency Evacuation Plan (PEEP) – buddies are assigned or reassigned according to available persons. Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.	<i>Current evacuation routes would cause multiple groups of people to come into contact. More appropriate alternatives are possible.</i>	<i>M</i>	<i>Revised evacuation procedure and share with all staff and children. Share Fire Evacuation procedures with staff. Teachers will practice an evacuation with children. Fire alarm test will be scheduled. All children will be socially distanced. Timetable a Fire drill.</i>	<i>MG/TG</i>		<i>M</i>
3. Cleaning, waste disposal and hand washing							
3a	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance .	<i>Cleaning regime is not thorough enough to reduce the risk of spreading the virus</i>	<i>H</i>	<i>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</i>	<i>TG</i>	<i>23/03/20</i>	<i>L</i>

				<p><i>Hand towels and handwash are to be checked and replaced as needed by (insert name or job titles) and cleaning staff</i></p> <p><i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</i></p>			
3b	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	<i>Without regular cleaning there is a risk of Covid 19 spreading.</i>	<i>M</i>	<i>TG to revise the cleaning rota.</i>		<i>01/06/20</i>	<i>L</i>
	Procedures in place for cleaning of bodily fluids/ vomit- with appropriate PPE and disposal measures in line with guidance	<i>no PPE or procedure in place</i>	<i>H</i>	<i>PPE equipment in First Aid room to be used at all times to clean bodily fluids. See intimate care policy</i>	<i>LW</i>	<i>01/06/20</i>	<i>L</i>
3c	<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Supplies for wiping down and emergencies located in classroom and COSHH, risk assessment and safe storage. Arrangements for use by staff agreed.</p>	<p><i>No hand sanitiser for visitors to reception.</i></p> <p><i>Classrooms do not have tissues.</i></p> <p><i>Low supply of soap.</i></p>	<i>M</i>	<p><i>Hand sanitiser available at the school entrance</i></p> <p><i>Lidded bins in classrooms</i></p> <p><i>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</i></p>	<i>TG</i>	<i>01/06/20</i>	<i>L</i>
3d	Arrangements for longer-term continual supplies are also in place.	<i>low supply of stock needed</i>	<i>M</i>	<i>Stock check and ordering schedule reviewed and order made</i>	<i>TG</i>	<i>01/06/20</i>	<i>L</i>
3e	Sufficient time is available for the enhanced cleaning regime to take place.	<i>cleaning regime not frequent enough</i>	<i>M</i>	<i>All staff advised to leave the site by 4.30pm time in order for cleaning to be undertaken.</i>	<i>MD/John</i>	<i>01/06/20</i>	<i>L</i>

3f	Waste disposal process in place for potentially contaminated waste.	<i>waste not collected for a prolonged period of time</i>	<i>H</i>	<i>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</i> <i>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</i>	<i>TG</i>	<i>01/06/20</i>	<i>L</i>
3g	Clear hand washing procedures outlined and hot water and liquid soap readily available. Routine hand washing <ul style="list-style-type: none"> • on arrival and leaving school • before entering and leaving class during the day • before and after eating <p>Increased hand washing throughout the day in line with government guidance. Hand sanitizer available where necessary</p>	<i>children not washing hands</i>	<i>H</i>	<i>handwashing routines to be introduced and embedded by class teachers.</i> <i>Classroom sinks to be used for most of the day.</i>	<i>CT</i>	<i>01/06/20</i>	<i>L</i>
4. Classrooms and outdoor space							
4a	The number of staff and CYP that can use each room at any one time has been determined according to the physical capacity of the school site. NB: up to 15 per group.	<i>Too many chn and staff in one room maximises the risk of spreading Covid 19.</i>	<i>M</i>	<i>Measure classrooms and other available rooms to assess capacity for staff and pupils:</i> <i>All classrooms are able to support the social distancing of up to 15 chn and 1 adult.</i>	<i>Teachers/S LT</i>	<i>22/05/20</i>	<i>M</i>
4c	Classrooms have been re/arranged to allow as much space between individuals as practical (2m) Arrangements for small group work facilitate social distancing for adults and children	<i>Children sitting too close together maximises the risk of spreading Covid 19.</i>	<i>M</i>	<i>Classes to be split into hubs/bubbles with a maximum of 15 chn.</i> <i>Desks to be arranged to facilitate social distancing.</i>	<i>Teachers</i>	<i>22/05/20</i>	<i>M</i>

4d	Classroom entry and exit routes have been determined and appropriate signage in place.	<i>Too many people using the entry and exit points at one time causes reduced social distancing.</i>	<i>M</i>	<p><i>Reception and Y1 children will enter and exit the classroom one at a time through the playground entrance.</i></p> <p><i>Social distancing measures will be in place for parents lining up with their children.</i></p> <p><i>Signs will remind parents that social distancing measures are in place and there will be marks on the floor pointing out where they should stand while waiting for their child to go into class.</i></p> <p><i>Signs on all the internal and external doors will state one 'at a time'</i></p> <p><i>Signs in the corridors will state that transiting individuals should keep left at all times.</i></p> <p><i>Y6 children will enter the building through the Y6 fire stairs and go straight to class.</i></p> <p><i>An adult will be at the Y6 entrance to guide children in an maintain social distancing.</i></p> <p><i>An adult will be in the Y6 corridor to prevent chn from congregating in the toilets.</i></p>	<p><i>Teachers</i></p> <p><i>SLT/TG</i></p> <p><i>TAs</i></p> <p><i>TAs</i></p>	<i>01/06/20</i>	<i>L</i>

				<p>Y2-3 + Y4-5 CCW chn to enter the school via the CAGE and the Main Hall and kept in separate bubbles. Teachers will lead chn to 3J and 4W classrooms respectively.</p> <p>See procedures shared with staff 1June.</p>	Teachers		
4e	<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources.</p> <p>NB: sharing of equipment or stationery should be prevented where possible. Shared materials and surfaces should be cleaned and disinfected more frequently [source: Coronavirus (COVID-19): implementing protective measures in education and childcare settings].</p> <p>Resources which are not easily washable or wipeable have been removed (e.g. soft toys, dressing up clothes)</p> <p>Information posters are displayed in every classroom and outdoor spaces, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p> <p>Limit immediate sharing handling of equipment between adults and children</p>	<p><i>Inappropriate sized equipment for smaller children in Classroom</i></p> <p><i>Soft toys, cushions and beanbags in all classrooms not easily washable.</i></p> <p><i>No COVID19 information posters currently in place. Limited reminders/ awareness for children.</i></p>	<p>L</p> <p>H</p> <p>L</p>	<p>N/A</p> <p><i>Tables set with individual named boxes of pencils, rubber etc</i></p> <p><i>Soft toys and cushions will be removed from the classroom.</i></p> <p><i>Book cases will be covered to prevent contamination through the sharing of books.</i></p> <p><i>e-Bug posters displayed:</i></p> <ul style="list-style-type: none"> • <i><u>Horrid hands</u></i> • <i><u>Super sneezes</u></i> • <i><u>Hand hygiene</u></i> • <i><u>Respiratory hygiene</u></i> • <i><u>Microbe mania</u></i> <p><i>Parents to be advised that their children are not to bring in toys or other articles from home.</i></p>	<p>Teachers</p> <p>TAs</p> <p>SLT</p>	01/06/20	<p>L</p> <p>L</p> <p>L</p>

5. Staffing							
5a	Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff. Including at least one of the following: <ul style="list-style-type: none"> Paediatric First aider (where children under 3yrs) Designated Safeguarding Lead (DSL) SENCO Caretaker/site member Office staff member 	<i>Paediatric First Aider unable to work on site for the 1st week of June.</i>	H	<i>Staff audit re available to work on-site from 1st June</i>	LW	20/05/20	M
			H	<i>Arrange Paediatric First Aid cover</i>	LW	25/05/20	L
5b	Individual staff risk assessments carried out and informing arrangements for individuals with increased vulnerabilities Coronavirus- taking in to account underlying health conditions, pregnancy, BAME ethnicity aged 55+ and White European aged over 60.	<i>staff at risk due to underlying health risk to themselves or family.</i>	H	<i>(public health advice to follow)</i> <i>Staff informed by email not to attend work during this period of lockdown.</i>	LW	22/05/20	L
5c	Approach to staff absence reporting and recording in place. All staff aware.		L	<i>LW to share reporting arrangements on INSET day with staff</i>	LW	01 & 02/06/20	L
5d	Arrangements for staff who are working from home are in place (including those shielded, clinically vulnerable and/or living with someone in these groups). Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.	<i>staff are unaware of WFH protocols adds to heightened stress and anxiety</i>	M	<i>Working from home protocols in place and monitored by DHT</i>	LB	22/03/20	L

5e	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>reduced staffing - key roles needed to operate safe work place and safeguard children</i>	<i>H</i>	<i>All SLT able to work are available. SLT working from home able to answer safeguarding concerns and act upon as necessary.</i> <i>Weekly rota in place for staff</i>	<i>LW</i>	<i>22/05/20</i>	<i>L</i>
5f	Assess transport arrangements for all staff and parking arrangements as required Coronavirus (COVID-19): safer travel guidance for passengers shared with all staff Consideration of arrival times to encourage walking and cycling to work		<i>H</i>	<i>Safer travel guidance shared with staff.</i> <i>staff encouraged to walk or cycle to work where they can.</i>	<i>LW</i>	<i>26/05/20</i>	<i>L</i>
5g	Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable (e.g. no ties).	<i>Clothing may become contaminated if a person comes in contact with someone who is symptomatic.</i>	<i>M</i>	<i>Advise staff not to wear work clothes at home and change clothes daily.</i>			<i>L</i>
5h	Approaches for meetings and staff training in place.	<i>Too many staff in one room maximises the risk of spreading Covid 19.</i>	<i>H</i>	<i>Meetings take place online where staff are working from home.</i> <i>Meetings in school take place with a maximum of 17 and in a room where the desks are arranged so that social distancing can take place.</i> <i>Staff will enter the room 1 one at a time.</i>	<i>SLT/WLT</i>		<i>M</i>

5i	<p>Consideration given to staffing roles and responsibilities with regards to the continued remote provision alongside in-school provision.</p>	<p><i>staff unclear about their roles and responsibilities</i></p>	L	<p><i>Teaching staff roles, to prepare:</i></p> <p><i>Online learning resources</i></p> <p><i>home learning resources published weekly for all children</i></p> <p><i>school website up to date with all free resources.</i></p> <p><i>Roles and responsibilities are shared with all staff working from home.</i></p>	RH/LB	23/03/20	L
5j	<p>Consideration given to the options for redeployment of staff to support the effective working of the school.</p> <p>If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.</p>	<p><i>HLTAs/ TAs are required to lead some groups as not enough teachers on site to cover numbers.</i></p>	M	<p><i>RA of re opening of school shared with all staff</i></p>	LW/MG	01/06/20	L
5k	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>	<p><i>no approach to support well being</i></p> <p><i>risk of poor mental health and staff absence</i></p>	M	<p><i>Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service</i></p> <p><i>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements</i></p> <p><i>Staff are aware of where to access support for their own</i></p>	LW	May 2020	L

				wellbeing. (e.g. Lewisham Council mental wellbeing support https://lewisham.gov.uk/information-for-staff/staff-support-hub Δ			
5l	Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.	<i>staff unaware of guidance and attend work with symptoms</i>	<i>H</i>	<i>Gov guidance shared with all staff</i>	<i>LW</i>	<i>01/02/20</i>	<i>L</i>
5m	The approach for inducting new starters has been reviewed and updated in line with current situation.	<i>new starters attendance add additional numbers to school</i>	<i>H</i>	<i>Revised timetable for new starters - September 2020</i>	<i>LW</i>	<i>22/06/20</i>	<i>L</i>
5n	Return to school procedures are clear for all staff.	<i>procedures unclear - RA not adhered too.</i>	<i>H</i>	<i>Staff INSET Programme for SLT to walk groups of staff through measures</i>	<i>LW/MG</i>	<i>01/02 - 06/20</i>	<i>L</i>
5o	Arrangements to return any furloughed staff in place.	<i>n/a</i>					
5p	Any staff contracts that need to be issued, extended or amended considering the current situation have been.	<i>contracts not issued or renewed resulting in loss of staff.</i>	<i>L</i>	<i>contracts processed as needed</i>	<i>MD</i>	<i>May/June</i>	<i>L</i>
5q	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved or plan in place to resolve	<i>essential training postponed</i>	<i>H</i>	<i>training completed online EVC safer recruitment Safeguarding</i>	<i>MD/LW/MG</i>	<i>may/June</i>	<i>L</i>
5r	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared. NB: Their employer may require them to wear PPE. This should be		<i>M</i>	<i>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</i>	<i>TG/MG</i>	<i>May-July</i>	<i>L</i>

	documented as part of the risk assessment carried out by the Contractor.						
5s	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.		L	<p>Music lessons via Zoom or Teams.</p> <p>Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.</p>	MG	May-July	L
6. Group Sizes							
6a	Class groups have been determined on the basis of small, consistent groups of CYP, that can remain separate from other people and groups in the same room. NB: Up to 15 pupils in any one group.	Mixing of children in the bubbles will increase the risk of spreading Covid 19 between groups.	H	Children will be in their bubble class and this will stay consistent.	SLT	May-July	M
6b	Vulnerable and critical worker group sizes determined. NB: with peers where possible.	Mixing of children in the bubbles will increase the risk of spreading Covid 19 between groups.	H	<p>Vulnerable / Keyworker children will be with their peers where possible.</p> <p>Groups of children will be adjusted for extended care provision.</p>	SLT	May-July	M
6c	Staffing allocations to groups determined, including consistency and any solutions to insufficient staffing numbers.	Mixing of adults in the bubbles will increase the risk of spreading Covid 19 between groups.	H	<p>2/3 Adults will be assigned to a group and these will be restricted to only working with this group.</p> <p>Staff will be placed on standby in the event that others may become ill.</p>	SLT	May-July	M

7. Social Distancing

7a	<p>Arrangements for social distancing in place to defined:</p> <ul style="list-style-type: none"> ● Staggered school drop off/pick up times and locations (if possible) with sufficient staff to monitor safe practices ● Parents/carers drop off at school gate- no entry ● Staggered or limited amounts of moving around the school/ corridors, one way systems where possible ● Classroom design ● Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches. Staffing rota developed to facilitate this. ● Markings in place for routes around school to minimise closer contact ● Toilet arrangements- rota for use by 'bubbles', cleaning of surfaces in toilets after use by each bubble ● Hand driers disconnected- paper towels and foot operated closed bin in place 	<p><i>Too many people onsite and a lack of social distancing will cause a greater risk of spreading Covid 19</i></p>	H	<p><i>(See Plan of Action)</i> <i>Staggered start and end of day times have been arranged.</i></p> <p><i>Entry and Exit points have been arranged.</i></p> <p><i>Painted markers to be provided (2m spacing) outside R1/R2/R3/1P/1H/1W.</i></p> <p><i>1 parent per family allowed on site at one pickup and drop off.</i></p> <p><i>YR families to enter through the Culverley Road Fire gates. Y1 families to enter through the Penderley Road Main gate.</i></p> <p><i>Culverley Main entrance and the Nursery entrance to remain closed all day.</i></p> <p><i>Y6 to come in through the Culverley Road fire gate and go straight to class.</i></p> <p><i>CKW children to enter through Culverley Main entrance. 1x Adult to manually open the gate for them as they arrive.</i></p> <p><i>Only parents with siblings should use the path along the</i></p>	<p>SLT</p> <p>SLT</p> <p>TG</p> <p>TG</p>	<p>22/5/20</p> <p>22/5/20</p>	M
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				<p><i>side of the school which is alongside the nursery.</i></p> <p><i>Signage will express the need for social distancing.</i></p> <p><i>Keep left signs will be along the path next to the nursery.</i></p> <p><i>1x staff member at each gate to staff people from congregating.</i></p> <p><i>Keep left signs will be along all corridors.</i></p> <p><i>Transition of hubs/bubbles to be kept to a minimum.</i></p> <p><i>Hand driers to be disconnected and replaced with paper towels and lidded bins.</i></p> <p><i>Pedal bins for medical room and temporary medical room and toilet.</i></p>			
7b	<p>Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible. Coronavirus (COVID-19): safer travel guidance for passengers to be shared with parents and CYP as age appropriate</p>	<p><i>no guidance for parents on the protocols for returning to school</i></p>	H	<p><i>Letter to parents</i></p>	LW	28/06/20	L

7c	Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.	<i>Groups of young people will maximise the risk of spreading Covid 19</i>	<i>H</i>	<i>On arrival, students move straight to their classroom and sit at named table and wait for rest of class to arrive/class to begin. Staff in playground will usher Y6 into class and reinforce social distancing.</i>	<i>SLT/Teachers/TAs</i>	<i>May-July</i>	<i>M</i>
7d	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches (age appropriate)	<i>Deliberate breaches of the social distancing protocol may cause the spread of Covid 19.</i>	<i>H</i>	<i>Handwashing will take place:</i> <ul style="list-style-type: none"> ● <i>Start of the day</i> ● <i>After play</i> ● <i>Before lunch</i> ● <i>After lunch</i> ● <i>After toilet use/coughing and sneezing.</i> <i>Conversations with parents</i> <i>Risks assessments and individualised approach in place for students who might struggle to follow expectations</i>	<i>Teachers/Children</i>		<i>M</i>
7e	Approach to assemblies – if still occurring, plan in place to manage social distancing.	<i>Cross contamination of Hubs/bubbles may increase the risk of spreading Covid 19.</i>	<i>H</i>	<i>Assemblies will take place in the classroom.</i>	<i>Teachers</i>		<i>M</i>
7f	Social distancing plans communicated with parents, including approach to breaches.	<i>Lack of awareness/ignorance could lead to</i>	<i>H</i>	<i>Keep parents up-to-date with letters and texts.</i>	<i>LW</i> <i>MG</i>		<i>L</i>

		<i>people not social distancing.</i>		<i>Webpage to be dedicated to Covid 19 information and support.</i>			
6g	Arrangements in place for the use of the playground, including equipment. NB: outdoor equipment should not be used unless it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.	<i>Children sharing unsanitised play equipment and mixing between hubs will risk the spread of Covid 19</i>	<i>H</i>	<i>Culverley and Penerley playgrounds to be zoned.</i> <i>Each bubble will be allocated with outdoor play equipment.</i> <i>This outdoor play equipment will only be used by the same Hub/Bubble.</i> <i>Hubs/Bubbles will not share any play equipment.</i> <i>Equipment and handles to be wiped with sanitizer at the end of each day.</i> <i>Playtimes will be staggered.</i>	<i>MG</i> <i>MDMS</i>		<i>M</i>
6h	Social distancing arrangements for use of staff areas in place and shared spaces	<i>A lack of social distancing amongst adults will risk the spread of Covid 19.</i>	<i>H</i>	<i>Staffroom to be timetabled</i> <i>Signage to remind staff to social distance will be displayed.</i>	<i>SLT</i>	<i>May-July</i>	<i>M</i>
8. Catering							
8a	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.	<i>Some of the Kitchen staff are in a vulnerable/shielding group and</i>	<i>M</i>	<i>Liase with catering team re availability to work.</i> <i>Kitchen to provide hot or cold meals for children.</i>	<i>SLT</i>	<i>22/05/20</i>	<i>L</i>

		<i>unable to come in.</i>					
8b	Arrangements for the continued provision of FSMs for children not attending school are in place.	<i>Children unable to come in miss out on their FSM entitlement.</i>	<i>M</i>	<i>Continue to provide FMS vouchers.</i>	<i>MD</i>	<i>May-July</i>	<i>L</i>
8c	Arrangements for when and where each group will take lunch (and snack time if necessary) including hand washing are in place so that children do not mix with children from other groups.	<i>Mixing the Hubs or Bubbles and lack of social distancing will risk the spread of Covid 19.</i>	<i>H</i>	<i>Reception will eat their lunch in the Reception Hall.</i> <i>All other Hubs/Bubbles to eat in the Main Hall – timetable to be set.</i> <i>Procedure for entry and exit in the Main Hall to be shared with all staff.</i>	<i>Catering staff/MDMS</i> <i>SLT</i>	<i>May-July</i>	<i>M</i>
8d	Arrangements for food deliveries in place	<i>food deliveries not preplanned and visitors to site are unannounced</i>	<i>M</i>	Catering manager to schedule food deliveries and protocols shared with suppliers	<i>MD</i>	<i>May-July</i>	<i>L</i>
9. PPE							
9a	PPE use understood and agreed with staff and Appropriate supplies in place at necessary points in the school. Long term approach to obtaining adequate PPE supplies in place. PPE located in classrooms where children require personal care and for the administering first aid Emergency PPE for use to support children displaying symptoms where 2m cannot be maintained	<i>Staff lack of knowledge in when and how to use PPE</i>	<i>M</i>	<i>Public health training videos shared with all staff</i> https://www.youtube.com/watch?v=-GncQ_ed-9w <i>PHE guidance shared with staff</i>	<i>LW/MG</i>	<i>01/06/20</i>	<i>L</i>

9b	Risk assessments in place for individual pupils who need specific care which cannot be delivered whilst ensuring social distancing	<i>high needs pupils no RA is in place and are a risk from harm to themselves and others</i>	H	<i>SENCo to put in place a RA for Vulnerable pupils and EHCP</i>	AH	May-July	L
9c	PPE needs assessed and addressed for staff supervising entrances and exits- does distancing mean staff need masks to protect parents/ members of the public?	<i>PPE not available for intimate care needs</i>	M	<i>PPE guidance from use in schools by PHE to be followed. Current guidance suggests use of PPE in schools is not necessary for these measures.</i>	SLT	May-July	L
10. Response to suspected/ confirmed case of COVID19 in school							
10a	Frequently share information with CYP parents, carers or any visitors, not to enter setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) and for parents to inform the school is anyone in the house is displaying symptoms	<i>ensure no persons with Covid-19 symptoms attends school.</i>	H	<i>Notices at all entrants Letters to parents information on the school website</i>	TG/LW/MG	May-July	L
10b	Approach to adults/children displaying COVID19 symptoms cases in place: during school day <ul style="list-style-type: none"> • Which staff member/s should be informed/ take action • Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated • Cleaning procedure in place 	<i>procedures not in place. persons displaying symptoms comes into contact with others</i>	H	<i>Emergency 1st aid room set up. USE PPE where needed Staff member sent home. Pupil sent home. Person requested to get a test and inform school of results as soon as received.</i>	LW	May-July	L

	<ul style="list-style-type: none"> • Arrangements for informing parent community in place • Emergency PPE available where 2m distance cannot be maintained 			<i>Self isolation of the bubble. All parents of the bubble to be informed.</i>			
10c	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> • Approach to relocating CYP away from certain parts of the school to clean, if possible • Cleaning procedure in place • Arrangements for informing parent community in place 	<i>Persons are unaware they have been in contact with a child or adult displaying symptoms or have been tested positive.</i>	<i>H</i>	<p><i>Request to parents and staff to inform school if pupils in attendance are not displaying symptoms.</i></p> <p><i>information to be shared with the contact group.</i></p>	<i>LW/MG</i>	<i>May-July</i>	<i>L</i>
11. Pupil Re-orientation - back into school after a period of closure/ being at home							
11a	List of all critical worker parents up to date, including those who haven't yet taken up the offer of provision.	<i>no contact with CKW - children able to attend school are not attending</i>	<i>L</i>	<i>CKW parents list regularly updated. Parents contacted to ask if they require a school place.</i>	<i>TH/SM</i>	<i>March- July</i>	<i>L</i>
11b	Approach and expectations around school uniform determined and communicated with parents.	<i>dress code unclear to parents.</i>	<i>L</i>	<i>Arrangement for school uniform communicated to parents. All children to wear school uniform unless children have grown out of clothes or no longer fit for school.</i>	<i>LW</i>	<i>May-July</i>	<i>L</i>
11c	Changes to the school day/timetables shared with parents.	<i>Parents confused about the start and end of the school day.</i>	<i>L</i>	<i>Staggered start times and an outline of the revised school day to be shared by letter/text and on the website.</i>	<i>SLT</i>	<i>May-July</i>	<i>L</i>

11d	All students instructed to bring a water bottle each day. Water fountains put out of action.	<i>Sharing drinking facilities increases the risk of catching Covid 19</i>	<i>H</i>	<i>Water fountains in the Culverley and Penerley playgrounds to be turned off.</i> <i>Cups to be removed from the classroom</i> <i>Parents to be advised to provide children with a small bottle of water each day.</i>	<i>MG</i> <i>Teachers</i> <i>SLT</i>	<i>May-July</i>	<i>M</i>
11e	Approach to supporting CYP to discuss and reflect on their COVID19 experiences and preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff. This includes bringing sharing experiences of those who have remained in school during closure and those at home and celebrating non-academic achievements of pupils whilst at home/ during school closure.	<i>Not providing support or allowing children to share experiences could lead to Mental illness.</i>	<i>M</i>	<i>Teachers to provide activities which allow children to share their experiences of lockdown.</i> <i>Teachers to include daily PSHE lessons in their timetables to integrate the children back.</i>	<i>Teachers</i>		<i>L</i>
11f	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.	<i>No support available</i>	<i>M</i>	<i>Bereavement. MHW planning and resources shared with all staff.</i>	<i>LW</i>	<i>April</i>	<i>L</i>
11g	Re-orientation support for school leavers is developed.	<i>no support in place</i>	<i>H</i>	<i>School leavers - year 6 pupils to complete transition document</i>	<i>Y6 teacher SENDCO</i>	<i>April-July</i>	<i>L</i>
11h	Consideration of the impact of COVID19 on families and whether any additional support may be required: <ul style="list-style-type: none"> ● Financial ● Increased FSM eligibility 	<i>No support in place</i>	<i>H</i>	<i>Support for families is clearly shared.</i> <i>regular contact with families.</i>	<i>Pastoral manager SENDCO</i>	<i>ongoing</i>	<i>L</i>

	<ul style="list-style-type: none"> • Referrals to social care and other support • PPG/ vulnerable groups 						
12. Partial Re-opening- arrangements for CYP							
12a	<p>All students have access to technology and remote learning offer.</p> <p>Blended approach between physical and remote learning developed, including support for those CYP who are shielding/ clinically vulnerable.</p>	<i>Children are not able to complete home learning tasks.</i>	M	<p><i>A range of home learning materials are shared with parents. To support pupils with no devices and to reduce screen time.</i></p> <p><i>LA offer for devices applied for and pupils signposted.</i></p>	<p><i>teachers</i></p> <p><i>Pastoral manager</i></p> <p><i>SENDCO</i></p>	<i>on going</i>	L
12b	Intelligence around critical worker parents – numbers intending to take up provision is known.	<i>Increased numbers of critical worker children – means fewer children in eligible year groups can return</i>	M	<p><i>CKW attendance list updated weekly.</i></p> <p><i>Rota reviewed depending on numbers.</i></p>	TH	<i>on going</i>	L
13. Transition - into new year group - What will need to be different this year because of COVID19?!							
13a	Online/ website support for families and young people around transition.	<i>Transition maybe daunting and difficult for some children if a guide or route map is not in place</i>	L	<p><i>Post details of transition on the Website.</i></p> <p><i>Provide specific links to Secondary school to support Secondary transitions</i></p>	Y6/SLT	<i>on going</i>	L
13b	<p>Plan for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face:</p> <ul style="list-style-type: none"> • EY to Primary • Primary to Secondary 	<i>Transition maybe daunting and difficult for some children if a guide or route map is not in place</i>	L	<i>Online Passports have been completed for Secondary Transition Y6 children who are vulnerable and or have SEND.</i>	Y6/SENDCO	<i>May - July</i>	L

	<ul style="list-style-type: none"> • Vulnerable children • Children with SEND • Physical and sensory needs, including adaptations, equipment etc (lead in times) • Post 16 • School Leavers 			<i>Details of Secondary transition for children with SEND has been communicated to parents via the website.</i>			
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14. Safeguarding

14a	Individual CYP's risk assessments are in place and welfare checks being undertaken.	<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>Pastoral manager SENDCO</i>	<i>on going</i>	<i>L</i>
14b	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	<i>staff unaware of procedures or to follow protocol</i>	<i>M</i>	<i>Staff refresher training session on processes and procedures and the revised wellbeing material.</i>	<i>Pastoral manager SENDCO</i>	<i>on going</i>	<i>L</i>
14c	Updated Child Protection Policy in place.	<i>policy out of date - no current guidance</i>	<i>M</i>	<i>Adopted Temporary COVID19 Child Protection Policy</i>	<i>LW Pastoral manager SENDCO</i>	<i>March - July</i>	<i>L</i>
14d	Work with other agencies has been undertaken to support vulnerable CYP and families.	<i>No work has been done to support families</i>	<i>M</i>	<i>PM in touch with agencies to support VPs on a weekly basis.</i>	<i>Pastoral manager SENDCO</i>	<i>March - July</i>	<i>L</i>
14e	Consideration given to the safe use of physical contact in context of managing behaviour.	<i>no consideration given to staff supporting pupils that may require physical contact</i>	<i>H</i>	<i>Review individual consistent management plans to ensure they include protective measures.</i>	<i>Pastoral manager SENDCO</i>	<i>01/06/20</i>	<i>L</i>

15. Curriculum / learning environment

15a	Current learning plans, revised expectations and required adjustments have been considered.	<i>Not having a relevant curriculum will impede on progression both personal development and academic.</i>	<i>M</i>	<p><i>Teachers to ensure that PSHE curriculum is planned to support the children's mental well-being and coming to terms with Covid 19.</i></p> <p><i>Any gaps in the academic curriculum should be assessed and these should be taught.</i></p> <p><i>Foundation subjects could be blocked e.g. creative art.</i></p> <p><i>Anything not taught or missed due to Covid 19 should be logged and passed onto the next year group.</i></p> <p><i>Medium term planning needs to be prepared for the Autumn term.</i></p>	<i>Teachers</i>	<i>01/06/20</i>	<i>L</i>
15b	<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 and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> ● PE ● Practical science lessons ● DT/ FT 	<i>Activities where close contact is likely may promote the spread of Covid 19.</i>	<i>H</i>	<p><i>Teachers to consider the safety and practical implications for each activity during planning.</i></p> <p><i>Risk assessments for practical lessons to be written.</i></p>	<i>Teachers</i>	<i>June- July</i>	<i>M</i>
15c	Whole school approach to adapting curriculum (S/M/L term), including:	<i>No clear guidance for</i>	<i>L</i>	<i>Staff are trained and supported in front of classroom delivery</i>	<i>Teachers</i>	<i>June- July</i>	<i>L</i>

	<ul style="list-style-type: none"> Wellbeing curriculum recognising 'non-curriculum' learning that has been done capturing pupil achievements/outcomes 	<i>teachers on the curriculum planning required to reintegrate pupils back into school.</i>		<i>style and aware of how best to provide students with additional support.</i>			
15d	Student behaviour policy reviewed and amended where necessary in line with the current circumstances.	<i>Not having a policy to follow can lead to confusion and mistakes.</i>	L	<i>Behaviour Policy has been updated to reflect Covid 19 Pandemic and is on the website.</i>	LB	22/5/20	L
16. CYP with SEND							
16a	Approach to provision of the elements of the EHCP including health/therapies.	<i>EHCP not adhered to and adjustments not made.</i>	L	<i>SENCO to review plans and offer in light of SD and home learning</i>	AH	March	L
16b	Annual review plan in place	<i>no plan in place - statutory guidance not met</i>	L	<i>SENCO to revise EHCP annual review plans</i>	AH	June	L
16c	Requests for assessment plan in place	<i>Request not made and no assessment scheduled delaying process for child and parent</i>	L	<i>Assessments request submitted with a view to begin again in Autumn term</i>	AH	June	L
16d	Risk assessments for ECHP children not in school complete and review plan in place	<i>no plans in place. Risks not assessed and planned for</i>	L	<i>RA completed and reviewed by SENDCO</i>	AH	March	L
17. Attendance							

17a	Approach to supporting attendance for prioritised year groups determined.	<i>No RA or plan in place</i>	<i>H</i>	<i>HT review site and Draft RA to determine wider reopening of school</i>	<i>LW</i>	<i>15/06/20</i>	<i>L</i>
17b	Approach to support for parents where rates of PA were high before lockdown.	<i>March - July</i>	<i>M</i>	<i>Pastoral manager to stay in regular contact with PA families</i>	<i>SM</i>	<i>on going</i>	<i>L</i>
18. Communication							
18a	Information shared with staff around the re-opening plan, returning to site, amendments to usual working patterns/practices and groups.	<i>Poor communication with staff. no plans in place</i>	<i>H</i>	<i>Staff INSET planned RA to be shared with all staff</i>	<i>LW/MG</i>	<i>01/02 - /06/20</i>	<i>L</i>
18b	Re-opening plans shared with governors.	<i>Governors are not aware of the school plans to re open</i>	<i>H</i>	<i>RA shared with the chair of Governors.</i>	<i>LW</i>	<i>26 May 2020</i>	<i>L</i>
18c	Ongoing regular communications with parents: <ul style="list-style-type: none"> • Frequent messages that children with symptoms must not attend school • Plan for partial re-opening • Social distancing plan • Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning 	<i>parents are not informed children are at risk if attend school not knowing the planned protocols</i>	<i>H</i>	<i>Weekly newsletter/ Letter to parents</i> <i>shared plans are made clear to parents.</i>	<i>LW/MG</i>	<i>on going</i>	<i>L</i>
18d	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 	<i>Pupils unclear of how to keep safe at school .</i> <i>not keeping to SD</i>	<i>H</i>	<i>Teachers share with all children the procedures to keeping safe in school</i> <i>Parents are encouraged to walk or cycle if they are able.</i>	<i>teachers</i>	<i>04/06/20</i>	<i>L</i>

	<ul style="list-style-type: none"> Travelling to and from school safely 						
19. Governors/ Governance							
19a	Meetings and decisions that need to be taken prioritised.	<i>No planned meeting or communication</i> <i>Governors unable to hold leaders to account</i>	L	Virtual governing body meetings	LW	on going	L
19b	<p>Governors are clear on their role in the planning and re-opening of the school, including support to leaders.</p> <p>Approach to communication between Leaders and governors is clear and understood.</p>	<i>No planned meeting or communication</i> <i>Governors unable to hold leaders to account</i>	L	LW to keep Cog and governors informed of developments.	LW	Ongoing	L
19c	Certain aspects of governance are on-hold in order to deal with the immediate situation, these are agreed and clear with all governors and there is a plan for then these will be reviewed and potentially reinstated.	<i>Governors unable to complete their duties as planned</i>	L	<p>Governors meeting held online . postponements agreed at the meeting.</p> <p>to be reviewed in the autumn term</p>	LW	18/05/20	L
20. School events, including trips							
20a	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>Impossible to maintain social distancing.</i>	H	Hold on Educational visits until 2021 (Review Sep 20)	MG	31 May	L
21. Finance							

21a	Additional costs incurred due to COVID19 are understood and clearly documented.	<i>high cost of additional resources put a strain on school finances</i>	<i>H</i>	<i>SBM to keep a record of additional cost to share with LA for reimbursement</i>	<i>MD</i>	<i>March - July</i>	<i>L</i>
21b	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM	<i>high cost of additional resources put a strain on school finances</i>	<i>H</i>	<i>SBM to keep a record of additional cost to share with LA for reimbursement</i>	<i>Md</i>	<i>March - July</i>	<i>L</i>
21c	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	<i>n/a</i>					
21d	Insurance claims, including visits/trips booked previously.	<i>Unable to maintain social distancing</i>	<i>H</i>	<i>MG to cancel Kingswood Residential visit.</i>	<i>MG</i>	<i>June</i>	<i>L</i>
21e	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering 	<i>n/a</i>					
21f	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.	<i>n/a</i>					

Appendix 1 – Trade Unions' planning guide and checklists (for information)

[NASUWT checklist on preparation for the reopening of schools](#)

[NEU planning-guide-primary-schools](#)

[Planning Guide for Primary Schools GMB/NEU/Unison/Unite Commentary and Checklist](#)

