

COVID19: COVID19 risk assessment and action planning tool

SCHOOL NAME: Rushey Green Primary School

DATE: November 2020

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in to ensure the school continues to operate as safely as possible. Plans and measures in place should be reviewed on a regular basis, particularly as new guidance is issued.

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 published in schools with over 50 employees.

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'

The considerations and example measures in this tool are not exhaustive and must be read in conjunction with the latest government guidance:

[NHS test and trace for people who develop symptoms of coronavirus](#)

[Safe working in education, childcare and children's social care](#)

[What to do if a pupil is displaying symptoms of coronavirus \(COVID-19\)](#)

[Education and childcare settings: New National Restrictions from 5 November 2020](#)

[Guidance for full opening schools](#)

[New-national-restrictions-from-5-november](#)

[Guidance on protecting extremely vulnerable persons](#)

Appendix 1 – Trade Unions' checklist (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.
- Risk assessment and planning should be undertaken in consultation with staff, Health and Safety/ Union representatives, governors and parents.

System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection'.

Prevention

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
2. Where recommended, the use of face coverings in schools.
3. Clean hands thoroughly more often than usual.
4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
5. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
6. Minimise contact between individuals and maintain social distancing wherever possible.
7. Where necessary, wear appropriate personal protective equipment (PPE).
8. Always keeping occupied spaces well ventilated.

Numbers 1 to 5, and number 8, must be in place in all schools, all the time.

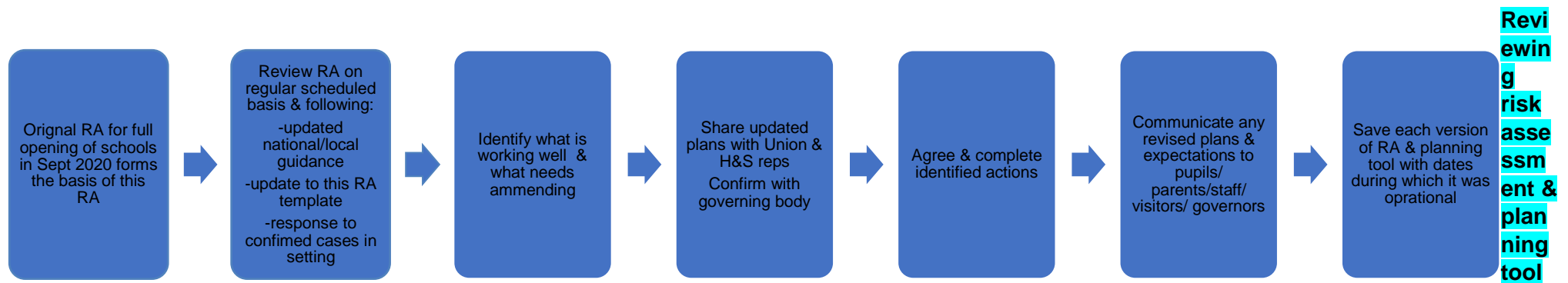
Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

Response to any infection

9. Engage with the NHS Test and Trace process.
10. Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
11. Contain any outbreak by following local health protection team advice.

Numbers 9 to 11 must be followed in every case where they are relevant.



Reviewing risk assessment & planning tool

Risk Matrix:

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

The 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. Engagement and communication- risk assessment and planning							
1a	Risk assessment process fully engages staff, governing body and union representatives. Assessment and plan shared and	<i>RA not being made accessible to all staff.</i>	<i>M</i>	<i>Staff will be consulted about the new RA:</i> <ul style="list-style-type: none"> <i>in a meeting</i> <i>by email/letter</i> 	<i>LW</i>	<i>01/09/20</i>	<i>L</i>

	communicated with stakeholders.			<ul style="list-style-type: none"> website Staff will have until 4 Sep to add their voice to the RA.			
2. Preparing Buildings and Facilities							
2a	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>Site Manager is unavailable</i> <i>Site has been closed for prolonged period</i> <i>Food remains in the freezer</i>	H M M M	<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	20/05/20 22/05/20 26/05/20 21/05/20	L L L L
2b	Office spaces re-designed to allow office-based staff to work safely.	Office does not allow for adequate space between staff members, no windows for ventilation.	M	One member of staff will relocate to the front desk. Fan heater will be provided	MD/TH	20/05/20	L
2c	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	M	2-meter markers are present on floors. One way system in place to	TG/MG	26/05/20	L

		<i>unlikely to be maintained.</i>		<i>enter and exit the school. Signage in place.</i>			
2d	Consideration given to premises lettings and approach in place.	<i>Hall repurposed as a classroom. Cannot be let and reassembled with sufficient time for cleaning in between.</i>	<i>M</i>	<i>N/A</i>		<i>20/05/20</i>	<i>L</i>
2e	Necessary physical modifications completed: <ul style="list-style-type: none"> ● Use of hand driers risk assessed. Roller (cloth) towels removed- paper towels and foot operated lidded bins in place where necessary. ● Lidded bins in classrooms and shared spaces. ● Water fountains disconnected/ isolated. ● Ventilation measures identified and safe use of air conditioning assessed. ● Spaces in classrooms measured to facilitate maximum social distancing and tables, chairs placed appropriately, markings and barriers in place. 			<i>Cover cloth roller towel in the staff room. Classrooms provided with bins with lids. North Wing air conditioning to be treated with Anti Covid solution. Water fountains in Culverley and Penderley playground to be disconnected. Seating arrangements organised to provide the best possible spacing to allow for social distancing.</i>	<i>TG</i>		<i>M</i>
2f	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>	<i>MD/AK</i>	<i>01/09/20</i>	<i>L</i>

3. Emergency Evacuations							
3a	<p>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></p> <p>Consideration given to Person/Pupil Emergency Evacuation Plan (PEEP) – buddies are assigned or reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<p><i>Current evacuation routes would cause multiple groups/ bubbles to come into contact. More appropriate alternatives are possible.</i></p> <p><i>Staff needing to work from home are current PEEP buddies and so reassignment necessary.</i></p>	<p><i>M</i></p> <p><i>H</i></p>	<p><i>Revised evacuation procedure and share with all staff and children.</i></p> <p><i>Share Fire Evacuation procedures with staff. Teachers will practice an evacuation with children.</i></p> <p><i>Fire alarm test will be scheduled.</i></p> <p><i>All children will exit in a timely manner.</i></p> <p><i>Timetable a Fire drill. PEEPs to be written for Year 5 child</i></p>	<p><i>MG/TG</i></p> <p><i>SM/AH</i></p>	<p><i>01/09/20</i></p>	<p><i>M</i></p> <p><i>M</i></p>
4. Cleaning, waste disposal and hand washing							
4a	<p>Enhanced cleaning regime is in place in line with Covid19 cleaning in non-healthcare settings Covid19 cleaning in non-healthcare settings</p>	<p><i>Cleaning regime is not thorough enough to reduce the risk of spreading the virus</i></p>	<p><i>H</i></p>	<p><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></p> <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</i></p>	<p><i>TG</i></p>	<p><i>01/09/20</i></p>	<p><i>M</i></p>

				<i>toilet facilities particularly door handles, locks and toilet flush.</i>			
4b	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>H</i>	<i>More staff are expected in work from 1 Sep. Cleaning rota to be updated.</i>	<i>TG</i>	<i>01/09/20</i>	<i>M</i>
4c	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. New plastic face shields to be purchased.</i>	<i>LW</i>	<i>01/09/20</i>	<i>M</i>
4d	Adequate cleaning supplies, tissues and facilities around the school are in place. Supplies for wiping down and emergencies located in classroom and COSHH, risk assessment and safe storage. Arrangements for use by staff agreed.	<i>No hand sanitiser for visitors to reception. Classrooms do not have tissues. Low supply of soap.</i>	<i>M</i>	<i>Hand sanitiser available at the school entrance Lidded bins in classrooms Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</i>	<i>TG</i>	<i>01/09/20</i>	<i>L</i>
4e	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>MG/TG</i>	<i>01/09/20</i>	<i>L</i>
4f	Sufficient time is available for the enhanced cleaning regime to take place.	<i>cleaning regime not frequent enough</i>	<i>M</i>	<i>Robust cleaning regime in place during and after school hours.</i>	<i>MD/TG</i>	<i>01/09/20</i>	<i>L</i>
4g	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. Waste collections made when the minimum number of persons are on site (i.e. after</i>	<i>TG</i>	<i>01/09/20</i>	<i>L</i>

				<i>normal opening hours).</i>			
4h	Process in place for safe removal and/or disposal of face masks in line	<i>Mask may be left lying around and contaminate other areas. Mask may be picked up by children if disposed of in the class bin.</i>	<i>H</i>	<i>Share how to put on and take off poster. Staff to dispose of the masks in the lidded bin in the medical rooms.</i>	<i>All Staff</i>	<i>01/09/20</i>	<i>M</i>
4i	Clear hand washing procedures outlined for all groups 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. Increased hand washing throughout the day in line with government guidance. Hand sanitiser available where necessary.	<i>children not washing hands</i>	<i>H</i>	<i>handwashing routines to be introduced and embedded by class teachers. Classroom sinks to be used for most of the day. Hand wash before and after breaks and on arrival into school.</i>	<i>CT</i>	<i>01/09/20</i>	<i>L</i>
5. Classrooms and outdoor space							
5a	Desks side by side, facing front, where age appropriate.	<i>Children sitting too close to each other</i>	<i>M</i>	<i>Seating arrangements organised to provide the best possible spacing to allow for social distancing.</i>	<i>Teachers</i>	<i>01/09/20</i>	<i>M</i>
5b	Classrooms have been re/arranged to allow as much space between individuals as practical (2m where possible). Each pupil has their own identified desk. Arrangements for small group work facilitate social distancing for adults and	<i>Children sitting too close together maximises the risk of spreading Covid 19.</i>	<i>M</i>	<i>Classes to be a maximum of 30 chn. Desks to be arranged to facilitate social distancing. Groups of 4 where possible 1m+ spacing Y1-6.</i>	<i>Teachers</i>	<i>10/11/20</i>	<i>M</i>

	children. Seating plans in place where age-appropriate			<p>Children to have a named desk.</p> <p>Teachers to keep seating plans which can be used if anyone catches or is in close contact with Covid 19.</p>			
5c	Classroom entry and exit routes have been determined and appropriate signage in place.	<p>Too many people using the entry and exit points at one time causes reduced social distancing.</p>	M	<p>Nursery, Reception, Y1 and Y2 children will enter and exit the classroom one at a time through the playground entrance.</p> <p>Signs on all the internal and external doors will state one 'at a time'</p> <p>Signs in the corridors will state that transiting individuals should keep left at all times.</p> <p>Y3, Y6 and Y5 children will enter the building through the designated doors in the North wing.</p> <p>Y5/6 - Adults will be in the north wing to maintain social distancing and prevent chn from congregating in the toilets.</p> <p>Y3 will be met outside the year 3 doors by their teacher and led up to their classroom.</p> <p>Y4 will enter the school through the main hall fire exit in the CAGE and make their</p>	Teachers	01/09/20	L

				<p>way through the hall and up to the classroom.</p> <p>Siblings of Y1&2 children - Chn in year 3,4,5 & 6 can come to the middle doors on Penderley playground where they will be given access to the school.</p> <p>Siblings of reception children in year 1 & 2 will be dropped off at the reception hall.</p> <p>See procedures shared with staff 1 Sep.</p>			
5d	<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources.</p> <p>NB: sharing of equipment should be limited to the bubble. Shared materials and surfaces should be cleaned and disinfected more frequently.</p> <p>Non-essential resources which are not easily washable or wipe-able 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 (books etc) - items to be wiped down if</p>	<p><i>Inappropriate sized equipment for smaller children in classroom</i></p> <p><i>Soft toys, cushions and beanbags in classroom B 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>M</p> <p>L</p>	<p>N/A</p> <p>Tables set with individual place names and boxes of pencils, rubber etc</p> <p>Soft toys and cushions will be removed from the classroom.</p> <p><u>e-Bug posters displayed:</u></p> <ul style="list-style-type: none"> • <u>Horrid hands</u> • <u>Super sneezes</u> • <u>Hand hygiene</u> • <u>Respiratory hygiene</u> • <u>Microbe mania</u> <p>Parents are advised that their children are not to bring in toys or other articles from home.</p>	<p>Teachers</p> <p>TAs SLT</p>	<p>01/09/20</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>

	possible. CYP informed not to bring in toys or other articles from home (other than water bottle).						
5e	Plans in place to maximise safe use of outdoor space for outdoor education, exercise and breaks. Ensure that if used outdoor equipment is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read COVID-19: cleaning of non-healthcare settings	<i>Sharing play equipment between Hubs/Bubbles will increase the risk of spreading Covid 19.</i>	<i>H</i>	<i>Each class will be allocated with outdoor learning equipment.</i> <i>This outdoor learning equipment will only be used by the same class.</i> <i>Classes will not share any equipment.</i> <i>Equipment and handles to be wiped with sanitizer at the end of each day.</i>	<i>Teachers/TAs/MDMS</i>	<i>01/09/20</i>	<i>M</i>
5f	Ventilation measures identified in each room. Air conditioning use assessed and used in line with HSE guidance: https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm Fire doors should not be propped open- longer term, automatic close fire doors could be considered.	<i>Poor ventilation</i>	<i>M</i>	<i>Air conditioning to be turned off in the North Wing until we have had engineers in to treat the coils with a Covid treatment.</i> <i>Ventilation to be via the opening of windows and doors.</i>	<i>TG</i> <i>Teachers/TAs</i> <i>Teachers/TAs</i>	<i>01/09/20</i>	<i>M</i>
6. Staffing							
6a	Staffing numbers required for groups/bubbles have been determined including support staff such as facilities, IT, midday and office/admin staff. Plans ensure staff move between bubbles only as necessary and adopt prevention measures for doing so.	<i>Not enough staff to cover classes or protect the integrity of the classes during PPA.</i>	<i>H</i>	<i>Staff are expected to be in work.</i> <i>Risk assessments have been completed for those who are vulnerable.</i>	<i>MG/MD</i>	<i>10/11/20</i>	<i>M</i>

	PPA cover is organised to protect integrity of bubbles Arrangements where adults work across bubbles are kept to a minimum and are clearly identified and recorded.	Staff will have to work across bubbles for teaching purposes		A record will be kept of staff who have to work in different bubbles.			
6b	Up to date individual staff risk assessments are informing risk-mitigating arrangements for individuals identified as clinically extremely vulnerable, clinically vulnerable and/or living with someone in these groups, considering issues around age, ethnicity and pregnancy in line with current guidance. Assigned activities where reasonable consider levels of social distancing and contact and outline measures for handwashing etc.	Reception teacher needs to adhere to strict social distancing No RA in place to support vulnerable staff	H	Arrangements made to teach year group who are more able to socially distance RAs to be completed for all vulnerable staff. BAME RA completed. Staff with letters from the NHS will work at home.	MD/MG	10/11/20	M
6c	Deleted- incorporated into 6b			.			
6d	Approach to staff absence reporting and recording in place. All staff aware.	Staff unaware of reporting procedure	L	LW to share reporting arrangements on INSET day with staff	LW	01/09/20	L
6e	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.	reduced staffing - key roles needed to operate safe work place and safeguard children	H	Follow the Business Continuity plan.	SLT	01/09/20	L
6f	Assess transport arrangements for all staff and parking arrangements as required.	Staff, Parents and children may be vulnerable on	H	Safer travel guidance shared with staff. staff encouraged to walk or	LW	01/09/20	L

	<p>Check LBL parking restrictions & inform staff https://lewisham.gov.uk/myservices/parking/coronavirus-parking-restrictions-and-cpzs</p> <p><u>Coronavirus (COVID-19): safer travel guidance for passengers</u> shared with all staff. Consideration of arrival times to encourage walking and cycling to work.</p>	<i>public transport.</i>		<i>cycle to work where they can.</i>			
6g	<p>Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable.</p>	<i>Clothing may become contaminated if a person comes in contact with someone who is symptomatic.</i>	<i>M</i>	<p><i>Advise staff not to wear work clothes at home and change clothes daily.</i></p> <p>https://www.plymouthhospitals.nhs.uk/covid-19-advice-for-staff</p>			<i>L</i>
6h	<p>Approaches for meetings and staff training in place. Virtual meetings used whenever possible. All face to face meeting arrangements ensure social distancing for adults, rooms are well ventilated and virtual meetings considered for larger groups. Use of outdoor space also considered where possible.</p>	<i>Too many staff in one room maximises the risk of spreading Covid 19.</i>	<i>H</i>	<p><i>Meetings take place online where staff are working from home.</i></p> <p><i>Meetings in school take place in the main hall with a 1m+ spacing between chairs.</i></p> <p><i>Morning briefings online Mon/Fri</i></p> <p><i>Hall is well ventilated. Staff will enter the room 1 one at a time.</i></p>	<i>SLT</i>	<i>10/11/20</i>	<i>M</i>
6i	<p>Consideration given to staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision.</p>	<i>No learning will take place if school closes.</i>	<i>L</i>	<p><i>See Business continuity plan.</i></p> <p><i>Continue to use the online learning platform Purple Mash</i></p> <p><i>Google classroom training has taken place and the children</i></p>	<i>MG/AJ</i>	<i>10/11/20</i>	<i>L</i>

				<p><i>are now practising using this in school in case of any closures.</i></p> <p><i>See Remote Learning Policy</i></p>			
6j	<p>Consideration given and consultation with staff regarding options for redeployment, changes to work times 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>Staff unaware of procedures</i></p>	M	<p><i>updated RA of re opening of school shared with all staff</i></p>	LW/MG	01/09/20	L
6k	<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 wellbeing. (e.g. Lewisham Council mental wellbeing support</i> https://lewisham.gov.uk/information-for-staff/staff-support-hub/<i>)</i></p>	LW	01/09/20	L
6l	<p>Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.</p>	<p><i>No testing kits in the school.</i></p> <p><i>Staff are unaware</i></p>	M	<p><i>Test Kits are available in school for parents who are unable to get access to a test.</i></p>	LW	01/09/20	L

	Process in place for use of limited number of self-testing kits.	<i>of the guidance.</i>		<i>Staff have been made aware by meetings and email sharing of procedures.</i>			
6m	The approach for inducting new starters has been reviewed and updated in line with current situation.	<i>No testing kits in the school. Staff are unaware of the guidance.</i>	<i>M</i>	<i>LA is sending a limited number of test kits to the school. Staff will be made aware by meetings and email sharing of procedures.</i>	<i>LW</i>	<i>01/09/20</i>	<i>L</i>
6n	Any changes to measures and procedures are clear for all staff.	<i>Staff unaware of updates</i>		<i>Programme for SLT to walk groups of staff through measures. Staff updated with protocol 2Nov.</i>		<i>10/11/20</i>	
6o	Any furloughing arrangements communicated.			<i>N/A</i>			
6p	Any staff contracts that need to be issued, extended or amended considering the current situation have been.			<i>N/A</i>			
6q	Agreements in place for managing any HR processes- nature of meetings agreed and timetable	<i>No agreements in place.</i>	<i>M</i>	<i>HR meetings agreed and done online or socially distanced.</i>	<i>LW</i>	<i>10/11/20</i>	<i>L</i>
6r	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 documented as part of the risk assessment carried out by the Contractor.	<i>No arrangements in place.</i>	<i>M</i>	<i>Check with the contractor any requirements their employer has specified before visit. Share school protocols. Contractor kept to a minimum and out of hours where possible. PPE made available and school protocol followed.</i>	<i>TG/MG</i>	<i>01/09/20</i>	<i>L</i>
6s	Risk assessments in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders.	<i>Peripatetic Music teachers unaware of the new procedures.</i>	<i>M</i>	<i>Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which</i>	<i>MG/AW</i>	<i>01/09/20</i>	<i>M</i>

	Protocols and expectations shared. The deployment of such staff must not breach the safety of bubbles.			<i>do not breach bubbles, maintain distancing, all equipment stringently cleaned.</i>			
7. Group Sizes							
7a	All children are included in distinct groups/ 'bubbles' that do not mix and the number of children in each bubble is as small as possible.	<i>In 2 form entry primary school, toilet block shared by both classes.</i>	<i>M</i>	<i>Bubble set at the size of three classes/ year group.</i> <i>Each year group has one set of toilets allocated.</i> <i>Toilets surfaces are wiped during the day.</i>		<i>01/09/20</i>	<i>L</i>
7b	Staffing allocations to groups determined, minimising contact with multiple groups much as possible.	<i>Mixing of adults in the bubbles will increase the risk of spreading Covid 19 between groups.</i>	<i>H</i>	<i>2/3 Adults will be assigned to a group and these will be restricted to only working with this group.</i> <i>PPE will be made available to all staff</i> <i>Staff allocated to work with set groups of children consistently on a weekly basis.</i>	<i>SLT</i>	<i>01/09/20</i>	<i>M</i>
8. Social Distancing							
8a	Arrangements for social distancing in place to defined: <ul style="list-style-type: none"> Staggered school drop off/pick up times (without reducing teaching time) and locations (if possible) with sufficient staff to monitor safe practices. Parents/carers drop off at school gate - no entry. 	<i>Too many people onsite and a lack of social distancing will cause a greater risk of spreading Covid 19</i>	<i>H</i>	<i>(See Plan of Action)</i> <i>Same start and end of day times have been arranged.</i> <i>Different entry and exit points have been arranged.</i> <i>Signs outside the classrooms will advise parents to keep</i>	<i>SLT</i> <i>SLT</i> <i>TG</i>	<i>01/09/20</i>	<i>M</i>

	<ul style="list-style-type: none"> ● 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. ● Use of hand driers risk assessed. Paper towels and foot operated closed bin in place. 			<p><i>1m+ apart.</i></p> <p><i>Only one parent per family allowed on site at one pickup and drop off.</i></p> <p><i>YR/Y6 & Y5 families to enter through the Culverley Road Fire gates.</i></p> <p><i>Y1/2 families to enter through the Penderley Road Main gate.</i></p> <p><i>N only through Nursery gate.</i></p> <p><i>The side path will be closed.</i></p> <p><i>Y3 & 4 will enter through Culverley Main entrance.</i></p> <p><i>No Y5/6 parents onsite.</i></p> <p><i>Signage will express the need for social distancing.</i></p> <p><i>1x staff member at each gate to stop 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>Lidded bins to be provided.</i></p> <p><i>Pedal bins for medical room and temporary medical room</i></p>	<p>TG</p>		
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				<i>and toilet.</i>			
8b	Approach to avoiding children and young people entering/leaving 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, wash their hands 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>01/09/20</i>	<i>M</i>
8c	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 Behaviour policy updated.</i> <i>Risks assessments and individualised approach in place for students who might struggle to follow expectations</i>	<i>Teachers/Children</i>	<i>01/09/20</i>	<i>M</i>
8d	Approach to assemblies – if still occurring, plan in place to manage social distancing.	<i>Currently assemblies are cancelled. Bringing all children together for assembly would breach the bubble arrangements.</i>	<i>M</i>	<i>Assemblies are within year group bubbles and online.</i>	<i>Teachers</i>	<i>01/09/20</i>	<i>L</i>

8e	Social distancing plans communicated with parents, including approach to breaches.	<i>Lack of awareness/ignorance could lead to people not social distancing.</i>	<i>H</i>	<i>Keep parents up-to-date with newsletters, letters and texts.</i> <i>Webpage to be dedicated to Covid 19 information and support.</i>	<i>LW</i> <i>MG</i>	<i>01/09/20</i>	<i>L</i>
8f	Arrangements in place for the use of the playground, including equipment. <i>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>	<i>Children sharing unsanitised play equipment and mixing between hubs will risk the spread of Covid 19</i>	<i>H</i>	<i>Culverley and Penderley playgrounds to be zoned.</i> <i>Each class will be allocated with outdoor play equipment.</i> <i>This outdoor play equipment will only be used by the same class.</i> <i>Classes 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/Teachers</i> <i>MDMS</i>	<i>01/09/20</i>	<i>M</i>
8g	Social distancing arrangements and use of face coverings agreed for use of communal and shared areas in place and communicated.	<i>A lack of social distancing amongst adults will risk the spread of Covid 19.</i> <i>No face coverings available</i>	<i>H</i>	<i>Staffroom to be timetabled</i> <i>Signage to remind staff to social distance will be displayed.</i> <i>See staffroom timetable</i> <i>See updated Covid protocol</i> <i>Face shields have been made available for all staff.</i>	<i>SLT</i>	<i>10/11/20</i>	<i>M</i>

9. Transport							
9a	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.	<i>children travelling on public transport when it is unnecessary.</i>	<i>M</i>	<i>Share safer travel guidance with parents by text and website.</i>	<i>LW/MG</i>	<i>01/09/20</i>	<i>L</i>
9b	Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible. Arrangements in place with transport providers to support any staggered start/end times.			<i>N/A</i>			
9c	Support in place for CYP who have no alternative, to access public transport safely, adhering to social distancing protocols where possible.	<i>CYP does not know the safer protocols or have PPE for travelling on public transport.</i>	<i>H</i>	<i>Share emergency supply of masks. Share guidance for pupils on use of masks.</i>	<i>SLT</i>	<i>01/09/20</i>	<i>M</i>
10. Catering							
10a	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 unable to come in.</i>	<i>M</i>	<i>Liaise with catering team re availability to work. Kitchen to provide hot or cold meals for children.</i>	<i>SLT</i>	<i>01/09/20</i>	<i>L</i>
10b	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	<i>Children will mix bubbles and sit close to each other at</i>	<i>M</i>	Reception will eat in the reception hall. Nursery will eat in the Nursery. Other year groups will eat in	<i>Teachers/S LT/TAs MDMS</i>	<i>21/09/20</i>	<i>M</i>

	not mix with children from other groups.	<i>lunchtimes.</i>		<p>the Main Hall</p> <p>Staggered lunches are as follows:</p> <p>Year 1 - 11.45 - 12.05</p> <p>Year 2 - 12.05 - 12.20</p> <p>Year 3 - 12.25 - 12.45</p> <p>Year 4 - 12.45 - 1.05</p> <p>Year 5 - 1.05 - 1.25</p> <p>Year 6 - 1.25 - 1.45</p> <p>Social distancing will take place in the lunch hall.</p> <p>Regular hand washing will take place throughout the day and before lunch.</p> <p>The playground will be zoned.</p>			
10c	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/AK</i>	<i>01/09/20</i>	<i>L</i>
10d	Arrangements in place to provide FSM food/vouchers for FSM eligible children required to self-isolate	<i>No FSM vouchers for self isolating children</i>	<i>L</i>	Voucher to be arranged for self-isolating children eligible for FSM	<i>MD</i>	<i>10/11/20</i>	<i>L</i>
11. PPE							
11a	<p>PPE use understood and agreed with staff.</p> <p>Appropriate supplies in place at necessary points in the school.</p> <p>Long term approach to obtaining adequate PPE supplies in place.</p> <p>PPE located in classrooms where children require personal care and for the administering first aid.</p> <p>Emergency PPE for use to support</p>	<i>Staff lack of knowledge in when and how to use PPE</i>	<i>M</i>	<p><i>Public health training videos shared with all staff</i></p> <p>https://www.youtube.com/watch?v=-GncQ_ed-9w</p> <p><i>PHE guidance shared with staff</i></p>	<i>LW/MG</i>	<i>01/09/20</i>	<i>L</i>

	children displaying symptoms where 2m cannot be maintained.						
11b	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>	<i>H</i>	<i>SENCo to put in place a RA for Vulnerable pupils and EHCP</i>	<i>AH</i>	<i>01/09/20</i>	<i>L</i>
11c	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>	<i>M</i>	<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> <i>First Aid and intimate care policy have been updated and shared with staff.</i>	<i>SLT</i>	<i>01/09/20</i>	<i>L</i>
11d	Agreed protocol on use of face coverings in identified areas in line with current guidance is in place and shared.	<i>No protocol in agreed.</i>	<i>H</i>	<i>Staff are advised to use face shields and these are made available.</i> <i>These are especially important when working in a small group or 1:1.</i> <i>See Nov 02 Protocol</i>	<i>SLT</i>	<i>10/11/20</i>	<i>M</i>

12. Response to suspected/ confirmed case of COVID19 in school

12a	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>	<i>H</i>	<i>Notices at all entrance</i> <i>Letters to parents</i> <i>information on the school website</i>	<i>TG/LW/MG</i> <i>MD</i>	<i>01/09/20</i>	<i>L</i>
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12b	<p>Approach to adults/children displaying COVID19 symptoms cases in place - during school day:</p> <ul style="list-style-type: none"> • Which staff member/s should be informed/ take action, including staff where risk assessments identify heightened vulnerability to COVID19. • Consideration of any pupils with heightened COVID19 vulnerability. • Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated. • Cleaning procedure in place. • Arrangements for informing parent community in place. • Emergency PPE available where 2m distance cannot be maintained. 	<p><i>procedures not in place. persons displaying symptoms comes into contact with others</i></p>	H	<p><i>Emergency 1st aid room set up. USE PPE where needed</i></p> <p><i>Staff member sent home. Pupil sent home.</i></p> <p><i>Person requested to get a test and inform school of results as soon as received.</i></p> <p><i>Follow the covid 19 Action flow chart to isolate the individual with Covid symptoms.</i></p> <p><i>Self isolation of the bubble. All parents of the bubble to be informed. Notify Track and Trace</i></p> <p><i>See school website for details.</i></p>	LW	01/09/20	L
12c	<p>Approach to confirmed COVID19 cases in place</p> <ul style="list-style-type: none"> • Up to date Lewisham Standard Operating Procedure readily available in school • Lewisham on call details shared with appropriate school leaders • Process for identifying bubbles/contacts and advising on necessary action. • Staff with heightened vulnerability considered and advised of necessary action. 	<p><i>Lewisham Standards not shared On-call details not shared with SLT</i></p> <p><i>No process in place for identifying bubbles and taking necessary action</i></p> <p><i>Vulnerable staff</i></p>	H	<p><i>HT shared lewisham operating procedures and Lewisham on call details.</i></p> <p><i>Bubbles are clearly identified and known to people. Staff who teach across bubbles are logged.</i></p> <p><i>Action plans are in place for all</i></p>	LW/MG/MD	10/11/20	M

	<ul style="list-style-type: none"> ● Approach to closing areas/ relocating CYP away from certain parts of the school to clean, if possible. ● Cleaning procedure in place. ● Arrangements for informing parent community in place. ● Arrangements for undertaking risk assessment of staffing capacity issues ● Arrangements in place for remote learning/ FSM/ support for vulnerable &EHCP children self-isolating CYP 	<p><i>not considered</i></p> <p><i>No strategy in place if school needs to be partially closed.</i></p> <p><i>no cleaning procedure in place.</i></p> <p><i>No RA if there is not enough staff</i></p> <p><i>No arrangements for remote learning/FSM/vulnerable children & EHCP chn and ones who are self isolating.</i></p>		<p><i>vulnerable staff and staff work from home if they are CEV as advised by a government letter.</i></p> <p><i>If a partial school closure is required, remote learning policy is in place for children until cleaning has been completed</i></p> <p><i>Parents and carers are kept up-to-date by regular letters, newsletter, texts and the website.</i></p> <p><i>Staffing is constantly monitored</i></p> <p><i>Remote learning - Google classrooms/Purple Mash are in place as well as ready-to-go pack. Vulnerable chn have chrome book access and the pastoral manager will keep in touch if they have to self isolate.</i></p>	LW/MG Teachers/S M		
12d	<p>Process in place to engage with the Test and Trace and contract tracing process.</p> <p><i>Refer to Lewisham PH and public health guidance for more information.</i></p>	<p><i>Staff are unaware of the Government Test and Trace system.</i></p>	M	<p><i>Test and Trace details to be displayed on the website.</i></p> <p><i>Display posters for Test and trace around the school.</i></p>	MG		L
13. Pupil Re-orientation - back into school after a period of closure/ being at home							
113	<p>Approach and expectations around school uniform determined and communicated with parents.</p>	<p><i>dress code unclear to parents.</i></p>	L	<p><i>Arrangement for school uniform communicated to parents.</i></p> <p><i>All children to wear school uniform unless children have grown out of clothes or no</i></p>	LW	01/09/20	L

				<i>longer fit for school.</i>			
13c	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>01/09/20</i>	<i>L</i>
13d	All students instructed to bring a water bottle each day and/or arrangements for safe availability of drinking water confirmed and communicated to children and parents.	<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>01/09/20</i>	<i>M</i>
13e	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 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>
13f	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.	<i>no support in place</i>	<i>H</i>	<i>A Recovery curriculum has been written with a focus on well-being and mindfulness.</i>	<i>Teachers</i>	<i>01/09/20</i>	<i>L</i>
13h	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>Families are disadvantaged due to Covid 19</i>	<i>M</i>	<i>Pastoral team to be available in school to support families recently disadvantaged financially. Support to be advertised in the newsletter.</i>	<i>Pastoral Manager/SLT/SENDCo</i>	<i>ongoing</i>	<i>L</i>

	<ul style="list-style-type: none"> Referrals to social care and other support. PPG/ vulnerable groups. 						
14. Remote education contingency plan							
14a	Contingency plans for remote learning offer is in place. Pupils with technology/access issues identified. Offer takes this in to account	<i>Bubble needs to self-isolate because of a positive case of COVID19.</i>	L	<p><i>Remote learning policy has been shared with staff and staff have had training on google classroom and are training the children on how to use this in case of a school closure.</i></p> <p><i>Update website with Google classroom login. All parents and children are aware of login details for purple mash.</i></p>		01/09/20	L
15. Transition - into new year group - What will need to be different this year because of COVID19?							
15a	Online/ website support for families and young people around secondary/ Post 16 applications and 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> <p><i>Implement recovery curriculum to support well-being</i></p>	Teachers	on going	L
15c	Plan for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face: <ul style="list-style-type: none"> EY to Primary. 	<i>Transition maybe daunting and difficult for some children if a guide or route map is</i>	M	<i>Online Passports have been completed for Secondary Transition Y6 children who are vulnerable and or have SEND.</i>	Teachers	01/09/20	L

	<ul style="list-style-type: none"> Primary to Secondary. Vulnerable children. Children with SEND. Physical and sensory needs, including adaptations, equipment etc. (lead in times). Post 16. School Leavers. 	<i>not in place</i>		<p><i>Details of Secondary transition for children with SEND has been communicated to parents via the website.</i></p> <p><i>Virtual tours have been arranged</i></p> <p><i>New promotional video for prospective EYFS parents has just been filmed.</i></p>			
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16. Safeguarding

16a	Consideration given to any CYP who may need support with their return to school and consultation has been undertaken with the family and other agencies involved.	<i>CYP previously deemed to be safer at home and family are anxious about returning to school.</i>	<i>M</i>	<i>Review the CYP's risk assessment to identify any support or arrangements needed for their return to school.</i>	<i>Pastoral manager SENDCO</i>	<i>on going</i>	<i>L</i>
16b	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>
16c	Updated Child Protection Policy in place.	<i>CP policy does not reflect the current situation</i>	<i>M</i>	<i>Child Protection Policy updated and adopted</i>	<i>LW</i>	<i>01/09/20</i>	<i>L</i>
16d	Work with other agencies, such as social care has been undertaken to support vulnerable CYP and families to return to school.	<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>01/09/20</i>	<i>L</i>
16e	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission. Assessment of measures needed and	<i>Staff have no protection when positively handling a child</i>	<i>M</i>	<p><i>Review individual consistent behaviour management plans to ensure they include protective measures.</i></p> <p><i>Positive handling policy</i></p>	<p><i>Pastoral manager SENDCO</i></p> <p><i>MG</i></p>	<p><i>Ongoing</i></p> <p><i>July 20</i></p>	<i>L</i>

	PPE use in cases where behaviour/SEND increases risk of transmission of bodily fluids (spitting/ sneezing etc.) and pupils requiring physical care.			<i>updated</i>			
17. . Curriculum / learning environment							
17a	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>01/09/20</i>	<i>L</i>
75b	<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. 	<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> <p><i>Face shields made available to</i></p>	<i>Teachers</i>	<i>01/09/20</i>	<i>M</i>

	<ul style="list-style-type: none"> Practical science lessons. DT/ FT. 			<i>all staff.</i>			
17c	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> Wellbeing curriculum. Recognising 'non-curriculum' learning that has been done. Capturing pupil achievements/ outcomes. Utilising the DFE 'catch-up' funding and programmes. 	<i>No clear guidance for teachers on the curriculum planning required to reintegrate pupils back into school.</i>	L	<i>Staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.</i>	Teachers	01/09/20	L
17d	<p>Student behaviour policy reviewed and amended where necessary in line with the current circumstances. See: Behaviour and Discipline in Schools guide</p> <p>DfE behaviour and attendance checklist completed.</p>	<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	01/09/20	L
17e	<p>Recovery Curriculum is used to support children and young people. https://www.evidenceforlearning.net/recoverycurriculum/</p>	<i>No recover curriculum in place</i>	M	<i>Recovery curriculum written and shared with all teaching staff.</i>	LW	01/09/20	L
18. CYP with SEND							
18a	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	01/09/20	L
18b	Annual review plan in place.	<i>no plan in place - statutory</i>	L	<i>SENCO to revise EHCP annual review plans</i>	AH	01/09/20	L

		<i>guidance not met</i>					
18c	Requests for assessment plan in place.	<i>Request not made and no assessment scheduled delaying process for child and parent</i>	<i>L</i>	<i>Assessments request submitted with a view to begin again in Autumn term</i>	<i>AH</i>	<i>01/09/20</i>	<i>L</i>
18d	Arrangements in place to inform SEND case worker and complete risk assessments for pupils with EHCP who are not attending school due to self-isolation.	<i>CYP will be distressed upon return to school</i>	<i>M</i>	<i>Social story sent to all vulnerable families. Virtual transition meetings Staff will be on hand to meet and greet the children</i>	<i>Inclusion team/SLT</i>	<i>01/09/20</i>	<i>L</i>
19. Attendance							
19a	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.	<i>Children and parents are anxious about returning to school.</i>	<i>M</i>	<i>Inclusion team to work with families and additional support will be provided for anxious families.</i>	<i>Inclusion Team</i>	<i>01/09/20</i>	<i>L</i>
19b	Approach to support for parents where rates of PA were high before lockdown.	<i>Known families not returning to school.</i>	<i>M</i>	<i>Pastoral manager to stay in regular contact with PA families</i>	<i>SM/KH</i>	<i>on going</i>	<i>L</i>
19c	Risk assessment and measures in place for any pupils who are clinically extremely vulnerable, clinically vulnerable or live with people in those categories to support their safe attendance at school.	<i>No Risk assessments in place for CEV children</i>	<i>H</i>	<i>Pastoral Manager to write/amend RAs for CEV children in regard to Covid 19 prevention.</i>	<i>SM</i>	<i>on going</i>	<i>M</i>
20. Communication							
20a	Risk assessments/planning shared with staff. Information around the full opening plan, amendments to usual working patterns/practices and groups shared	<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>01/09/20</i>	<i>L</i>
20b	Governors consulted on full opening	<i>Governors are</i>	<i>H</i>	<i>RA shared with the chair of</i>	<i>LW</i>	<i>01/09/20</i>	<i>L</i>

	plans.	<i>not aware of the school plans to re open</i>		<i>Governors. Recovery curriculum shared with Governors.</i>			
20c	Union representatives consulted on full opening plans.	<i>Unions unaware of RA</i>	<i>L</i>	<i>RA will be shared with LA who have consulted with the unions.</i>	<i>LW</i>	<i>01/09/20</i>	<i>L</i>
20d	Risk Assessment published on website, where more than 50 staff.	<i>RA not published and staff have no access to it.</i>	<i>H</i>	<i>RA published on website. RA available on Googledocs for staff.</i>	<i>MG</i>	<i>01/09/20</i>	<i>M</i>
20e	Communications with parents on the: <ul style="list-style-type: none"> ● Plan for full opening. ● Social distancing plan. ● Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning. ● Attendance. ● Uniform. ● Transport. ● Behaviour. ● Test and trace. ● Staggered start and end times. ● Expectations when in school and at home (if self-isolating is necessary). 	<i>Parents are unaware of the new arrangements in September</i>	<i>M</i>	<i>All plans and procedures will be published on the website and communicated to parents by text and letters.</i>	<i>LW</i>	<i>01/09/20</i>	<i>L</i>
20f	Pupil communications around: <ul style="list-style-type: none"> ● Changes to timetable. ● Social distancing arrangements, hand washing and other preventative measures. ● Staggered start times. ● Expectations for behaviour when in school and at home (if self-isolating is necessary). ● Travelling to and from school 	<i>Children are unaware of the new arrangements in September</i>	<i>M</i>	<i>All plans and expectations will be communicated to the children in class through tailored PSHE lessons.</i>	<i>Teachers</i>	<i>01/09/20</i>	<i>L</i>

	safely.						
21. Governors/ Governance							
21a	Meetings and decisions that need to be taken prioritised.	<i>Governors unable to meet and decisions not made.</i>	<i>L</i>	<i>Virtual governing body meetings via Google meet.</i>	<i>LW/MG/Governors</i>	<i>Ongoing</i>	<i>L</i>
21b	Governors are clear on their role in the planning for full opening of school, including support to leaders. Approach to communication between Leaders and governors is clear and understood.	<i>Governors not aware of plans and communication is not clear.</i>	<i>M</i>	<i>Ongoing meetings between HT and CoG to continue. Virtual Governors meetings to continue.</i>	<i>LW/MG/Governors</i>	<i>Ongoing</i>	<i>L</i>
21c	Agreed arrangements for governors meetings, staff recruitment processes etc. to limit visits to schools, holding virtual meetings as far as possible	<i>Governing body not prepared</i>	<i>M</i>	<i>Full communication is in place and all Governors are aware of the communication mentioned in 21a/b</i>	<i>LW/MG/Governors</i>	<i>Ongoing</i>	<i>L</i>
22. School events, including trips							
22a	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>Annual calendar has not been reviewed.</i>	<i>M</i>	<i>Annual Calendar to be reviewed. Day Educational Trips to resume in September where safe to do so. No swimming until the pool reopens. RA for trips to be reviewed Residential trips cancelled.</i>	<i>MG</i>	<i>01/09/20</i>	<i>L</i>
23. Finance							
23a	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	<i>Losses not recouped as a result of Covid 19</i>	<i>L</i>	<i>SBM to claim for additional expenses as a result of Covid 19</i>	<i>MD</i>	<i>Ongoing</i>	<i>L</i>
23b	Insurance claims, including visits/trips booked previously followed up.	<i>Losses not recouped for</i>	<i>L</i>	<i>Insurance claim in for the loss accrued by Kingswood</i>	<i>MD</i>	<i>Ongoing</i>	<i>L</i>

		<i>cancelled trips.</i>		<i>cancellation.</i>			
23c	Any changes agreed with contracted services, such as: <ul style="list-style-type: none"> • Cleaning. • IT support. • Catering. 	<i>n/a</i>					
23d	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.	<i>n/a</i>					
24. Before and after school clubs							
24a	Approach in place for before/after school clubs implementing the necessary protective measures and considering school day bubbles and provision in line with current government guidance		<i>H</i>	<i>Where possible, children should be kept socially distanced.</i> <i>Divide to be kept up in the Main Hall.</i>		<i>01/09/20</i>	<i>M</i>

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

NEU/GMB/UNISON/Unite commentary and checklist
[NEU/GMB/UNISON/Unite commentary and checklist](#)