

COVID19: Re-opening Risk Assessment and Action Plan

SCHOOL NAME: St Luke's Church School, Tiptree

OWNER: SLT – Martin Moriarty & Clare Walker

DATE: Last Reviewed 29.9.2020

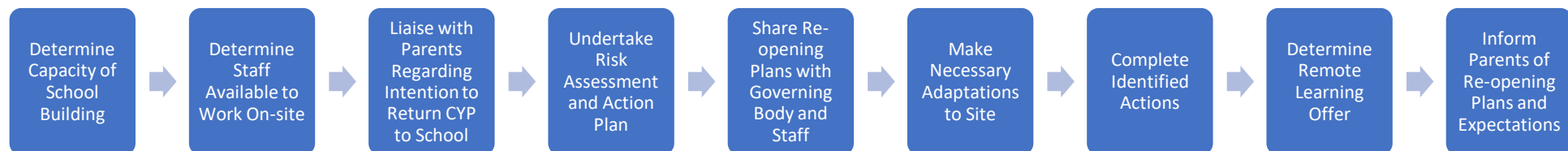
Purpose of this document:

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

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- CYP Response Plan
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

Steps of Re-opening Preparation:



Measures we list are based on current (as at 8 July 2020) government guidance:

[Guidance for full opening: schools](#)

[Guidance for full opening: special schools](#) (this includes guidance on pupils with EHC plans that should be useful for mainstream schools as well)

[Actions for early years and childcare providers during the coronavirus outbreak](#)

[Actions for education settings to prepare for wider opening](#)

[Implementing preventative measures in education settings](#)

[Planning guide for early years and childcare settings](#)

[Planning guide for primary schools](#)

[Guidance for secondary school provision](#)

[Safe working in education settings](#)

And we have taken into account:

- The number of staff and pupils we expect to have in
- Any [risk assessments for individual staff](#) that we do, particularly for staff who are at higher risk of contracting or becoming seriously ill from coronavirus (e.g. those who are clinically vulnerable and/or who are BAME)
- Any reasonable adjustments we'll need to make to enable everyone to follow the measures, including pupils with EHC plans
- The size and layout of our school premises
- The resources we have in stock or can order easily (e.g. PPE, soap, cleaning products)



Risk Assessment/ Action Plan Sections:

Transfer of items between home and school 4

Visitors 5

Individuals vulnerable to serious infection coming into school 7

Preparing Buildings and Facilities 7

Emergency Evacuations 10

Cleaning and waste disposal 11

Classrooms & Hall 13

Staffing 15

Group Sizes 18

Social Distancing 19

Catering 21

PPE 22

Self Isolation and Track and Trace 22

Response to suspected/ confirmed case of COVID19 in school 23

Pupil Re-orientation 24

Safeguarding 26

Curriculum / learning environment 27

Children with SEND 28

Communication 28

Governors/ Governance 29

School events, including trips 30

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


Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Transfer of items between home and school	Children to be provided with all the writing tools (pens, pencils etc) that they need in their own folder.	Children trying to bring items in from home.	<i>L</i>	<i>Reminders to children Any pencil cases or other items must be sent home.</i>	<i>Sep 2020</i>	<i>L</i>
	Limit clothing coming in and out of school. Make sure all clothing goes home each day and that all areas of the classroom are clear for cleaning.	PE Kits Club clothes Lost property	<i>M</i>	<i>Children to come to school in their PE kits on their days. Club clothes can come into school and be kept on peg for the day. All belongings go with the child to their club. Children sent home in their club clothes. Lost property to be kept in bubbles and not put altogether. Key Stage leaders to take responsibility for phase belongings left on the field.</i>	<i>Sep 2020</i>	<i>L</i>
	Items that will need to come into school need to be handled by the children that own them only. Defined areas for storage.	Lunchboxes Reading books Drinks bottle	<i>H</i>	<i>KS1 trolley to transport them to and from the classroom. LKS2 and UKS2 to collect their own lunch boxes. Specific days provided for library time and swapping of books. Quarantine box for books that have been finished and quizzed on. Children should not swap from this box.</i>	<i>Sep 2020</i>	<i>L</i>
	Birthday celebrations - sharing of sweets possible if sweets are quarantined for 72 hours.	Quarantining needed at home to reduce risk.	<i>L</i>	<i>Advice to parents that they also need to quarantine them when they get home.</i>	<i>Sep 2020</i>	<i>L</i>

	<p>Homework published on the website.</p> <p>Letters via email</p> <p>Responses via email or posted into box.</p>	<p>Parents handing things to staff on the gate.</p>	L	<p>Staff need to direct parents to the office post box or make sure that they wash their hand thoroughly after taking items.</p>	Sep 2020	L
Visitors	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>		M	<p>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</p> <p>Admin team to check the calendar every Friday for the week ahead and contact visitors/companies.</p> <p>All visitors to use 'Venue check-in' on NHS COVID-19 app as well as signing in as normal.</p> <p>QR codes up in main office and hall entrance.</p> <p>Where staff have organised a visitor to come into school this should be outside of the children's hours whenever possible.</p> <p>Where visitors are working with children or in their classrooms they will need to wear PPE (gloves, face shield and apron).</p> <p>Contractor will have a set area for their work and move around the building when children are in their classrooms.</p> <p>Individual risk assessment for visitors.</p>	<p>May 2020</p> <p>Sep 2020</p>	M
	<p>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.</p>			<p>Music lessons via Zoom or Teams-</p> <p>Additional staff to be provided with a copy of the RA. School to be provide with a copy of their own RA. Additional (as with supply).</p>	<p>May 2020</p> <p>Sep 2020</p>	L

	<p>Other agencies – speech and language etc</p>			<p>All visitors to use 'Venue check-in' on NHS COVID-19 app as well as signing in as normal.</p> <p>QR codes up in main office and hall entrance.</p> <p>Where visitors are working with children or in their classrooms they will need to wear PPE (gloves, face shield and apron).</p> <p>Music lessons in the lavender room.</p> <p>Children to bring own guitar (spare kept but must be cleaned after use).</p> <p>Piano used by children with keyboard provided for the teacher so that she can demonstrate.</p> <p>10 mins between each session to allow for cleaning.</p> <p>Member of staff to collect children while socially distancing.</p>		
	<p>Arrangements in place for tours to new parents (EYFS 2021 intake)</p> <p>As for any visitor (above)</p>			<p>Dates for visits after school on a Friday.</p> <p>Afternoon of November 16th – INSET Day</p> <p>Small groups supervised by SLT</p> <p>2 families – Friday</p> <p>4 families – 16th</p> <p>Additional cleaning in the areas visited – feedback from member of SLT to cleaners</p>	<p>Sep 2020</p>	<p>L</p>

<p>Individuals vulnerable to serious infection coming into school</p>	<p>The school will continue to follow any shielding guidance in place to decide who should come into school.</p> <p>If the guidance is paused, all staff and pupils are expected to come into school, apart from staff who can continue to work from home (e.g. some admin staff).</p>	<p><i>Staff</i></p> <p><i>Staff</i></p>	<p><i>L</i></p> <p><i>M</i></p>	<p>Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it's possible to maintain social distancing.</p> <p>An individual risk assessment will be completed for them.</p> <p>Redeployment will be used if necessary</p>	<p><i>Sep 2020</i></p>	<p><i>L</i></p>
<p>Preparing Buildings and Facilities</p>	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	<p><i>Site Manager is working varied hours before 8am and after 4.30pm to reduce the risk of Covid- 19 transmission and is working in areas which are not being used by the children.</i></p> <p><i>Landscape contractors need to sign in and receive lanyards.</i></p>	<p><i>M</i></p>	<p><i>Additional staff have experience of carrying out checks (contingency).</i></p> <p><i>Carry out a formal / recorded full pre-opening premises inspection. Sep 2020</i></p> <p><i>The site has remained open the whole time so all of the checks have been completed and recorded- seen by headteacher.</i></p> <p><i>Contractors can sign in book outside the office window. To provide lanyards office staff will ask visitors to step away from the window and place the lanyards on the desk before closing the window again. SEE VISITOR SECTION.</i></p> <p><i>Wb 15.6.20 they will coming to school at 7am.</i></p> <p><i>Office team to look at the calendar every Friday to establish any contractors/visitors due in the next week. Only essential visitors</i></p>	<p><i>March 2020</i></p>	<p><i>L</i></p>

				<p>to be on site. 5.6.20- school nurses contacted to postpone visits.</p> <p>DL Solutions to continue to work in the Maths Hub (when it is not being used for Maths) and remotely wherever possible.</p> <p>When working in the classroom is unavoidable technician to wear a face shield.</p> <p>PAT testing completed during lockdown and in date.</p> <p>Food hygiene inspection carried out wb 21.9.2020 - retained 5 stars.</p>	Sep 2020	
Office spaces re-designed to allow office-based staff to work safely.	<p>Office does not allow for adequate space between staff members.</p> <p>Current medical area is not at a 2m distance from staff.</p>	M	<p>Office staff desks repositioned. Two staff to work 2m apart in the finance office and two staff members to work 2m apart in the main office.</p> <p>SL and TF set workstations downstairs 3m+ apart. SL and TC at set workstations in finance office 2m apart.</p> <p>No entry signs to be put on office doors.</p> <p>Communication via email or if urgent to be discussed through the main office hatch.</p> <p>Outside window to be open as much as possible.</p> <p>Only head injuries to be sent to office area for checking and a phone call home; unwell children to wait in the front courtyard with a staff member (2m apart).</p>	<p>29.5.20</p> <p>Sep 2020</p> <p>29.5.20</p> <p>29.5.20</p> <p>29.5.20</p> <p>29.5.20</p>	L	
Entry and exit routes to the school are in place, any physical changes and/or signage required	The corridors do not naturally lend	M	Areas for the toilet, dinner queues and parent collection.	<p>29.5.20</p> <p>29.5.20</p>	L	

	<p>to allow social distancing are in place.</p>	<p><i>themselves to one way systems- other measures in place to support social distancing.</i></p>		<p><i>Signs in place within the school and outside the school to remind children, staff and parents about 2m distancing.</i></p> <p><i>Staggered start and exit times. 08:35 – 08:50 KS1, LKS2, UKS2 08:35 – 09:00 EYFS</i></p> <p><i>Clear walkways in and out of school, access for home time,</i></p> <p><i>Information provided to parents with regular reminders through the newsletter.</i></p> <p><i>One parent only to drop off and pick up pupils.</i></p> <p><i>Set exit doors from the hall for lunch to avoid contact of other bubbles.</i></p> <p><i>2 staff members (inc DHT) to be on the gates from 2.55pm- 3.30pm, letting in parents.</i></p> <p> Parent Reopening Letter September 2021</p>	<p><i>Sep 2020</i></p> <p><i>Sep 2020</i></p> <p><i>Jul 2020</i></p> <p><i>29.5.20</i></p> <p><i>29.5.20</i></p> <p><i>29.5.20</i></p>	
	<p>Consideration given to premises lettings and approach in place.</p>	<p><i>When the Hall is let there will need to be cleaning done after the let in all high touch areas.</i></p> <p><i>Clear guidance provided to lettings about the areas of the school that they can use needed.</i></p>	<p><i>L</i></p>	<p><i>PE clubs to take place outside as a preference.</i></p> <p><i>Contact sports to be discouraged in clubs and PE.</i></p> <p><i>Any adult contact sport or team sport limited to 6 people (Rule of 6).</i></p> <p><i>Lettings to work with the school in making their own RA to be seen by the school.</i></p> <p><i>Adults attending lettings to use 'Venue check-in' on NHS COVID-19 app. QR codes up in main office and hall entrance.</i></p> <p><i>Areas used by lettings to be cleaned by the school before let. Those letting to clean</i></p>	<p><i>Sep 2020</i></p> <p><i>Sep 2020</i></p>	<p><i>L</i></p>

				<p><i>facilities used at the end of the let including door handles, surfaces in assigned toilet etc.</i></p> <p><i>Lettings to bring own equipment.</i></p>		
	Consideration given to the arrangements for any deliveries.	<p><i>Deliveries of hygiene products and essential supplies will be continuous.</i></p>	M	<p><i>Delivery drivers to be greeted through office window and left outside wherever possible. Paperwork signed through window.</i></p> <p><i>Where deliveries need to be brought into the gallery corridor due to their weight or value. Office to speak to courier through the closed internal office window.</i></p>	<p>29.5.20</p> <p>Sep 2020</p>	L
	Consideration for Twilight/breakfast provision.		M	<p><i>Strict 2m rule for all staff and pupils (not necessary for siblings).</i></p> <p><i>Staff to remain at a 2m distance.</i></p> <p><i>Staffing kept minimal due to numbers and staff on rota who are not attached to an LSA bubble to avoid transfer as much as possible.</i></p> <p><i>Twilight/breakfast staff to wipe door handles, surfaces in toilet i.e. taps at the end of breakfast club and beginning of Twilight.</i></p> <p><i>Clearly defined areas for children in each bubble to stay in during their sessions. While children in the same bubble do not have to socially distance close proximity should be kept to a minimum.</i></p> <p><i>Children from different Bubbles need to be at least 2m apart at all times and not share equipment or games.</i></p>	Sep 2020	L
Emergency Evacuations	<p>Evacuation routes are confirmed, and signage accurately reflects these.</p> <p><i>NB In the event of emergency the priority is getting out of the building</i></p>	<p><i>Current evacuation routes continue for each class-based bubble.</i></p>	M	<p><i>The same evacuation procedures are in place- bubbles line up 1m apart with everyone facing the same direction in their usual places (2m is not possible).</i></p>	Sep 2020	L

	<p><i>calmly regardless of social distancing.</i></p> <p>Individual arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>			<p><i>Staff carry out usual roles in school.</i></p> <p><i>Fire drill October. LSA who are 1:1 will need access to PPE as they needed to wear it for their safety. Pupils adhered to rules. Fire drill review carried out and actions emailed to H&S governors.</i></p> <p><i>Fire checks and equipment checks have been completed.</i></p> <p><i>Individual risk assessments need to include reduced mobility where appropriate.</i></p>		
<p>Cleaning and waste disposal</p>	<p>Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.</p> <p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Books and games and other classroom-based resources • Computer equipment (including keyboards and mouse) • Sports equipment • Hard toys • Telephones • Fingerprint scanners 	<p><i>Classrooms occupied by staff/children.</i></p>	<p>L</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>Each bubble has their own hygiene box.</i></p> <p><i>Each bubble has their own allocated additional staff for cleaning (LSA's). LSA's hours have been rearranged to include before and after school cleaning.</i></p> <p><i>Site manager has list of allocated cleaning areas for cleaning staff including the 2 disabled toilets.</i></p> <p><i>Outdoor play boxes have wipes/cleaning products and to be cleaned by LSA and MDA's (not those in vulnerable group).</i></p> <p><i>Additional hours allocated to ks1 equipment cleaning in the outdoor area.</i></p>	<p>May 2020</p> <p>Sep 2020</p>	<p>L</p>

	<ul style="list-style-type: none"> Outdoor play equipment 					
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.			<p><i>See above</i></p> <p><i>Cleaners have fixed areas of the school to clean on a daily basis.</i></p>	May 2020	L
	<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	<p><i>Large expenditure on hygiene products.</i></p>	M	<p><i>Hygiene posters displayed around the school.</i></p> <p><i>Each bubble has their own hygiene pack and cloths to be washed at the end of each day.</i></p> <p><i>Main office and finance office to have supply of cleaning products.</i></p> <p><i>Staff to email Clare Walker when bubble cleaning supplies are low- remember that these products may take a few days to arrive.</i></p> <p><i>Hand sanitisers positioned appropriately around school. Additional sanitiser on front entrance for EYFS/Yr 1 to use on their way in.</i></p>	May 2020	L
	Sufficient time is available for the enhanced cleaning regime to take place.		M	<p><i>All staff advised to support cleaning staff so that cleaning can be undertaken efficiently.</i></p> <p><i>Staff aware of their cleaner</i></p>	May 2020	L
	Waste disposal process in place for potentially contaminated waste.		L	<p><i>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours). This will be in site manager hours- before 8am and after 5pm.</i></p>	April 2020	L
	Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags,	<p><i>Ignoring of guidance provided to parents</i></p>	L	<p><i>Teachers to be mindful of this requirement and challenge pupils who are bringing in extra equipment.</i></p>	Sep 2020	L

	lunch boxes, hats, coats, books, stationery and mobile phones.			<i>Where it is necessary SLT to contact parents</i>		
	<p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> • Cleaned frequently and meticulously, and always between groups using them; or • Rotated so they can be unused and out of reach for 48 hours for most surfaces (72 hours for plastics and 24 hours for paper) between use by different groups. <p>The same rules will be followed for reading books and other shared resources that pupils or staff take home.</p>	<i>Tracking of timings.</i>	<i>M</i>	<p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Specific days provided for library time.</p> <p>Quarantine box for books that have been finished and quizzed on. Children should not swap from this box.</p> <p>Specific PE rota to control the sharing and cleaning of equipment.</p>	<i>Sep 2020</i>	<i>L</i>
Classrooms & Hall	<p>The number of staff and children that can use each room at any one time has been determined according to the physical capacity of the school site.</p> <p>All classrooms have been measured and are appropriate for at least 30 children given normal statutory requirements.</p> <p>The exception would be 30 EYFS children in the Maths Hub.</p>	<p><i>Classroom layout needs to be such that it can be indemnified when children have been in close contact.</i></p> <p>Close contact means:</p> <p>direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a</p>	<i>M</i>	<p><i>Teachers to keep a seating plan for the children with children staying in the same place whenever possible.</i></p> <p><i>Classes have been set up so children can be 2m from staff.</i></p> <p><i>Children will not sit facing each other.</i></p> <p><i>Where discussion is used in class children should be encouraged to do this with a side on listener.</i></p> <p><i>Catch it bin it approach used in class.</i></p> <p><i>Children to wash hands regularly.</i></p> <p><i>LSA's will support and mark from the side.</i></p>	<i>Sep 2020</i>	<i>L</i>

	<p>face to face conversation, or unprotected physical contact (skin-to-skin)</p> <p>proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</p>		<p>Staff supporting reading will not hold the book/turn the pages.</p>		
Classrooms have been re/arranged to allow as much space between individuals as practical.		M	<p>Hall set up with no children facing each other.</p> <p>Picture provided to MDAs and Catering staff.</p>	Sep 2020	L
Classroom entry and exit routes have been determined and appropriate signage in place.	<p>School layout does not naturally lend itself to easy exit points.</p>	M	<p>Exit points for hall explained in general considerations to avoid contact with other bubbles.</p> <p>Staggered home time routes as some bubbles will use the same door.</p> <p>UKS2 walking alone exit through prayer garden at home time. Parents who make this arrangement should not meet their child in the Chase unless there is a need that has been discussed with the school.</p> <p>Roll up morning admissions with different paths into school for each bubble.</p>	Sep 2020	L
Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment or stationery should be prevented where possible. Shared materials and surfaces should be cleaned and		L	<p>Each child has a resource tray on their table which will also hold their drink and lunch.</p> <p>LSA's allocated to cleaning any shared resources between pupils i.e. tablets.</p> <p>DfE hygiene posters in place.</p> <p>Staff use an assigned chair in the classroom.</p>	May 2020	L

	<p>disinfected more frequently [source: protective measures guidance].</p> <p>Resources which are not easily washable or wipeable have been removed.</p> <p>Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p>	<p>Some materials such as the PC or tablets will need to be shared within the bubble.</p>	<p>M</p> <p>L</p>			<p>L</p> <p>L</p>
Staffing	<p>Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.</p> <p>Including the following:</p> <ul style="list-style-type: none"> • Paediatric First aider (where children under 3yrs) • Designated Safeguarding Lead (DSL) • SENCO • Caretaker/site member • Office staff member 		<p>M</p>	<p><i>DSL and Deputy DSL on site daily.</i></p> <p><i>Covid- 19 safeguarding policy has been published.</i></p> <p><i>Inclusion Manager on site daily.</i></p> <p><i>Paediatric first aiders on site daily.</i></p> <p><i>DHT and SLT on site daily.</i></p> <p><i>Risk assessment shared and opportunity to feedback provided in September INSET</i></p>	<p>20/05/20</p> <p>Sep 2020</p>	<p>L</p>
	<p>Approach to staff absence reporting and recording in place. All staff aware.</p>			<p><i>Staff absence to reported as usual.</i></p> <p><i>Teachers by 7am to Martin Moriarty AND THE OFFICE</i></p> <p><i>LSA's by 8am to Clare Walker and/or Suzanne Spall AND THE OFFICE.</i></p> <p><i>MDA's by 8am to Vickie Howell AND THE OFFICE.</i></p>	<p>May 2020</p>	<p>L</p>

				<p>Office staff, kitchen, site manager and cleaners to call Martin Moriarty by 8am AND THE OFFICE.</p> <p>All staff to leave a voicemail on the school number.</p>		
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.	<p>HLTAs may need to lead if there is staff absence in certain bubbles.</p> <p>Use of supply staff</p>	M	<p>Re- deployment of staff to be discussed when needed.</p> <p>Redeployment to a different bubble will not happen in the same day.</p> <p>SLT to meet informally on a daily basis to address any needs arising in the school.</p> <p>RA provided to supply beforehand. LSAs to inform SLT if there is any confusion or items are not followed.</p>	Sep 2020	M	
Consideration given to staff clothing expectations and information shared with staff.	<p>Washing of Lanyards will be necessary.</p> <p>Medial advice (via EPHA head's training) that virus will live in clothing up to 24 hours.</p>	L	<p>Normal expectations for staff clothing.</p> <p>Regular washing of clothes no more than usual.</p> <p>Wipe down lanyard each evening and consider where it is left at home to minimise potential transmission.</p>	Sep 2020	L	
Approaches for meetings and staff training in place.		M	<p>No 8.30am Meeting.</p> <p>Staff report to their bubble lead any queries/ideas/concerns and SLT will meet daily in an informal way to address these.</p> <p>Formal SLT will take place once every two weeks in school- 2m distance.</p> <p>SEN meetings to take place via Zoom until December 2020.</p>	Sep 2020	L	

				<p><i>Social distancing to be in place for staff CPD and individual resources will need to be provided.</i></p> <p><i>Where CPD is for a group that is too big, Teams will be used to stream to other rooms or staff at home.</i></p>		
<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>TA s are required to lead some groups as not enough teachers on site to cover numbers.</i></p>	L	<p><i>HLTA's to be timetabled to cover teachers as first option.</i></p>	May 2020	L	
<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>Strict socially distancing does prevent staff from meeting friends/colleagues in other bubbles which could be negative on their mental health.</i></p>	L	<p><i>Staff are aware of their bubble leader to go to as first point of contact.</i></p> <p><i>Sarah Lewis on site daily to offer advise/support to staff, parents and pupils.</i></p> <p><i>5.6.20 SL and CW compiled list of parents for nurture calls based on different areas of need.</i></p> <p><i>12.6.20 Additional nurture calls and home visits made.</i></p> <p><i>Staff with vulnerable children will be allowed to have them onsite (isolated) in the case of an emergency, cleaning of areas required after use.</i></p>	May 2020	L	

	Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.		L	DfE and Essex guidance provided to staff copies available in the office. Members of the admin team and SLT to read daily guidance.	May 2020	L
	The approach for inducting new starters has been reviewed and updated in line with current situation.		L	Induction training to happen through teams meeting for new staff.	Sep 2020	L
	Return to school procedures are clear for all staff.		M	RA emailed to all staff. Letter to parents emailed to all staff. Extra considerations emailed to all staff EHCP RA to all staff Letter to parents emailed to all staff Opportunity to feedback RA and individual RA. <i>Ongoing reminders in staff meetings</i>	Aug 2020 Sep 2020	L
	Any staff contracts that need to be issued, extended or amended considering the current situation have been.	N/A		N/A		
	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.	N/A		N/A		
Group Sizes	Class groups have been determined on the basis of consistent groups, that can remain separate from other people and groups. Sizes of groups should be appropriate for the room.	<i>Some movement of children during the teaching of Maths.</i>	M	Staff are in bubbles and cannot associate. Toilets allocated to pupil bubbles. Toilets allocated to staff bubbles. Staggered drop off, break, lunch and home time. Zones for lunch. Allocated exits from the hall at lunchtime.	May 2020 Sep 2020	L

				<i>Seating plans in place to determine close contact.</i>		
	Staffing allocations to groups determined, including consistency and any solutions to insufficient staffing numbers.		<i>M</i>	<i>Teacher leading each bubble.</i> <i>Teacher/HLTA in charge of home learning.</i> <i>LSA's within a bubble i.e. UKS2, LKS2, KS1 and EYFS. SLT are bubble leaders.</i> <i>No issues with staffing as of yet due to rearranging LSA hours to include break cover, lunch cover and cleaning.</i>	<i>May 2020</i>	<i>M</i>
Social Distancing	Arrangements for social distancing in place to consider: <ul style="list-style-type: none"> • Staggered school drop off/pick up times and locations (if possible) • Staggered or limited amounts of moving around the school/ corridors • Classroom design • Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches • Toilet arrangements 	<i>Corridors do not lend themselves to one way access routes.</i>	<i>M</i>	<i>Staggered drop off time and points.</i> <i>Staggered break, lunch and home time.</i> <i>Designated toilets for bubbles.</i> <i>Designated time in the hall for lunch for each bubble.</i> <i>2m markings in the hall, toilet areas, corridors for lunch queue, home time queue and parent queues.</i> <i>KS1 children brought down to the hall by their teacher. Removing the need for queues outside of the Hall.</i> <i>School dinners provide in take away boxes which are taken to classrooms. Removing the need for queues outside of the Hall.</i> <i>Each bubble to have assigned MDAs</i>	<i>May 2020</i> <i>Sep 2020</i>	<i>L</i>
	Information shared with parents regarding pupils travelling to school, encouraging walking, and avoiding public transport as much as possible.		<i>L</i>	<i>Letter sent at the end of term as above.</i> <i>Reminders in newsletters</i>	<i>Jul 2020</i> <i>Sep 2020</i>	<i>L</i>

	<p>Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.</p>	<p><i>Any year 6 walking alone to school may congregate in the park or Tesco area.</i></p>	<p><i>M</i></p>	<p><i>No parents on site apart from via appointment i.e. EHCP drop off for one child.</i></p> <p><i>Staff in corridors at the beginning of the day to remind to keep 2m apart.</i></p> <p><i>SL, CW, MM to be placed on the gates before designated roll up time.</i></p>	<p><i>May 2020</i></p>	<p><i>L</i></p>
	<p>Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.</p>	<p><i>Consequences in Behaviour Policy are not all applicable i.e. missing break in the library.</i></p>	<p><i>L</i></p>	<p><i>1.6.20- Behaviour Policy completed and agreed by chair of governors Updated August 2020.</i></p> <p><i>Refer any pupil breaches to SLT and alternative consequences i.e. break/bike time in the Link supervised by one member of staff.</i></p>	<p><i>June 2020</i></p>	<p><i>L</i></p>
	<p>Approach to assemblies – if still occurring, plan in place to manage social distancing.</p>		<p><i>N/A</i></p>	<p><i>Collective worship to be carried out in classrooms.</i></p> <p><i>Monday teams meeting with MM presenting to all classes.</i></p> <p><i>Friday MM in hall and teams meeting with children coming to collect certificates from hall (collected from table)</i></p> <p><i>No singing worship or songs as part of worship.</i></p>	<p><i>Sep 2020</i></p>	<p><i>L</i></p>
	<p>Social distancing plans communicated with parents, including approach to breaches.</p>		<p><i>L</i></p>	<p><i>Staff on gates at the beginning of the day and the end of the day.</i></p> <p><i>Only one set of parents allowed in at a time i.e. EYFS parents at 3pm- no year 1 parents to enter until they have all left.</i></p> <p><i>New behaviour policy published on website with information in newsletter.</i></p> <p><i>Updates and reminders in newsletter.</i></p>	<p><i>May 2020</i></p> <p><i>Sep 2020</i></p>	<p><i>L</i></p>

	<p>Arrangements in place for the use of the playground, including equipment.</p> <p>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.</p>		L	<p>3 zones taped- with playground and field space one bubble per zone.</p> <p>Each bubble has an outdoor toy box with cleaning products.</p> <p>Bubble MDA's clean equipment as children finish with it (apart from those staff with a RA).</p> <p><i>Large equipment to be used by the children in that bubble.</i></p> <p><i>No children to use play equipment at pick up time.</i></p> <p>Bikes for KS1 and EYFS only.</p>	Sep 2020	L
Catering	<p>Arrangements in place to provide food to children on site, including the requirement of universal free school meals.</p>	<p><i>Varying exit routes from the dinner hall are varied for each bubble- there is potential for a child to exit the wrong way.</i></p>	M	<p>School kitchen has been open since March 2020.</p> <p>Staggered lunchtimes.</p> <p>UKS2 and LKS2 meals provided in boxes to be delivered to classrooms. Bubble MDAs to take hot meals to the classrooms.</p> <p>List of hot meals provided to kitchen and class teachers.</p> <p>Children to eat lunch in their classrooms.</p> <p>Seating in hall arranged so that no children face each other.</p>	<p>May 2020</p> <p>Sep 2020</p>	L
	<p>Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other groups.</p>					
	<p>Arrangements for food deliveries in place</p>	<p><i>Minimise number of visitors.</i></p>	L	<p>Food deliveries to be taken via the car park to the back of the kitchen.</p>	May 2020	L
	<p><i>Arrangement for tuck at break time.</i></p>	<p><i>Risk to Staff: Handling money Serving the children</i></p>	M	<p><i>Staff from the same bubble or catering staff to serve the children.</i></p> <p><i>Children served outside whenever possible.</i></p>	Sep 2020	L

				<p>Staff to wear disposable gloves when serving the children.</p> <p>Tuck to be served from three boxes (KS1, LKS2, UKS2)</p> <p>Money used to pay (dirty) to be collected separately to money used for giving change (clean) in two boxes.</p> <p>Dirty money to be quarantined for 72 hours before being banked or redistributed for the giving of change.</p> <p>Boxes cleaned by kitchen staff each day through dishwasher.</p>		
PPE	<p>PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.</p>	<p><i>One child with severe complex needs may find it very challenging to remain 2m and not run through corridors/rooms. Intimate care (stoma) changing to be reviewed on 5th June 2020 to see if staff can carry it out.</i></p>	<i>M</i>	<p>SEN children have own RA.</p> <p>Parents are aware of 'best endeavors' - we are starting with mornings, this could be reduced to break or consider the use of PPE just for this child.</p> <p>Maintain a stock of PPE</p> <p>PPE to be worn if we cannot wait more than 2m away from a child showing symptoms. Any ill child will wait in the Lavender Room with the window open with HT/DHT/admin staff until parents arrive. Allocated toilet and this must not be used for the rest of the day.</p> <p>Any intimate care will be carried out by one member of trained staff wearing PPE.</p>	<i>Sep 2020</i>	<i>L</i>
Self Isolation and Track and Trace	<p>Everyone will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to</p>	<p><i>Risk to staff if self-isolation is not followed</i></p>	<i>H</i>	<p>Parents reminded of their responsibilities at the end of term, the start of the new term and in each newsletter.</p> <p>Any child showing symptoms must be sent to the office.</p>	<i>Sep 2020</i>	<i>L</i>

	access testing and engage with the NHS Test and Trace process.			Full information on the website Office > COVID-19		
<p align="center">Response to suspected/ confirmed case of COVID19 in school</p>	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> • Which staff member/s should be informed/ take action • Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated • Cleaning procedure in place • Arrangements for informing parent community in place 	<p align="center"><i>If the child is unable to be with a member of staff 2m away, PPE must be worn.</i></p> <p align="center"><i>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</i></p>	<p align="center">L</p>	<p>SLT informed immediately.</p> <p>HR letters used to communicate with parents.</p> <p>DfE guidance to be followed</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the local health protection team. The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> • The pupils and staff in each group • Any close contact that takes place between children and staff in different groups <p>Close contact means:</p> <ul style="list-style-type: none"> • Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> ○ Being coughed on, ○ A face-to-face conversation, or ○ Unprotected physical contact (skin-to-skin) • Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person 	<p align="center"><i>Sep 2020</i></p>	<p align="center">L</p>

				<ul style="list-style-type: none"> Travelling in a small car with an infected person <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p>		
	<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 	<p><i>Consideration for unwell children at breakfast and twilight.</i></p>	M	<p>HR letters used to communicate with parents as well as via email.</p> <p>DfE guidance to be followed.</p> <p>If out of school hours (breakfast/twilight), unwell pupil to wait in outdoor gazebo away from other children. Children to come outside. Site manager to be immediately contacted to deploy a cleaner.</p> <p>There will always be 2 staff on site i.e. site manager, teachers, cleaners.</p>	May 2020	M
<p>Pupil Re-orientation</p> <p><i>back into school after a period of closure/ being at home</i></p>	Registration		L	<p>Normal registration processes resumed in September however the updated coding remains with X representing an absence due to a Covid circumstance.</p>	Sep 2020	L
	Approach and expectations around school uniform determined and communicated with parents.	<p><i>Monitoring the washing of school uniform each night is extremely challenging.</i></p>	M	<p>Resent guidance provided by Health professionals to EPHA (Essex Headteacher Association) suggests that the risk of carrying the virus in clothing is low and therefore there is no requirement for daily washing.</p> <p>Normal uniform expectations for all children.</p>	Sep 2020	L
	Changes to the school day/timetables shared with parents.		L	<p>Letters to parents outlining changes.</p> <p>Reminders in September.</p>	<p>Jul 2020</p> <p>Sep 2020</p>	L

	<p>All students instructed to bring a water bottle each day. Water fountains not in use or strict social distancing and cleaning arrangements in place.</p>	<p><i>Some water bottles are fabric. Some children may not bring a water bottle.</i></p>	<p>L</p>	<p>Letter sent 18th May 2020. Water fountains turned off and taped off. Water bottle to be kept in their tray at all times with their lunch box and stationary set. Reminder September</p>	<p>May 2020 Sep 2020</p>	<p>L</p>
	<p>Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.</p> <p>This includes bringing together pupils who have remained in school during closure and those at home and celebrating non-academic achievements of pupils whilst at home/ during school closure.</p>	<p><i>The challenge moving forward is balancing remaining in contact with children not in school with all teachers working their full time hours on site.</i></p>	<p>L</p>	<p>Facebook has been continually updated including photos of the school, learning and emotional support i.e. videos to support Covid- 19 understanding. Class zooms have taken place. 1:1 phone calls made to every parent by teacher. All children have had the opportunity to get into school at the end of the last academic year including the new EYFS intake.</p>	<p>April/May 2020</p>	<p>L</p>
	<p>Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.</p>		<p>M</p>	<p>SLT bubble leaders have been offering phone call sessions to any staff in their bubble that are anxious. Mental health policy had been written – shared with staff in Sep INSET Family, well-being and safeguarding officer is on site each day to offer support. SLT are having daily meetings to review plans as staff will report any concerns to their bubble leader. Weekly SLT in place to discuss the next week.</p>	<p>May 2020 Sep 2020</p>	<p>M</p>
	<p>Consideration of the impact of COVID19 on families and whether</p>		<p>L</p>	<p>FSM children called every two weeks to see if they would like the provision. Link for</p>	<p>April 2020</p>	<p>L</p>

	<p>any additional support may be required:</p> <ul style="list-style-type: none"> • Financial • Increased FSM eligibility • Referrals to social care and other support • PPG/ vulnerable groups 			<p>parents sent by TF so they can establish if they may be able to access FSM.</p> <p>Referrals continue as usual as DSL/Deputy DSL on site.</p> <p>17.6.20- voucher scheme to be used for the summer holiday.</p> <p>Office to make inquires when it appears appropriate to explore PPG and FSM funding. Parents able to contact the office to start this process as well.</p> <p>Any concerns from teachers fed back to SLT.</p>	Sep 2020	
Safeguarding	Individual children's risk assessments are in place and welfare checks being undertaken.		L	EHCP risk assessments agreed by parents and staff.	May 2020	L
	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	Continue with normal school procedures. Blue Books Pink Forms etc	M	<p>As school has remained open the procedures have still been carried out.</p> <p>Each class has own set of RoC forms.</p> <p>2m social distance safeguarding meeting with CW and SL.</p> <p>Teachers to notify SL if any concerns logged in Blue Books- only these books will be reviewed each week being collected Thursday. Additional concerns after collection should be sent via email.</p> <p>Update safeguarding training in light of changes to KCSIE update.</p>	May 2020 Sep 2020	L
	Updated Child Protection Policy in place.		L	Adopted Temporary COVID19 Child Protection Policy – published and ratified.	April 2020	L
	Work with other agencies has been undertaken to support vulnerable children and families.			Speech and language conference call SEND services emails	April 2020	

				Inclusion Partner correspondence Social care correspondence Health Visitor phone calls		
	Consideration given to the safe use of physical contact in context of managing behaviour.			<i>Behaviour Management updated and ratified by Governors.</i>	<i>June 2020</i>	
Curriculum / learning environment	Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place? Each activity should be risk assessed and should not be run unless the risks can be mitigated <ul style="list-style-type: none"> • PE • Practical science lessons • DT/ FT 		<i>L</i>	PE activities provided i.e. skipping resource packs, Take 10 resources, gymnastics resources, athletics skills and yoga. PE and Library timetable to reflect the need for time between use of resources. No singing at present in music lessons. Children come to school in PE kit on PE days. No shared cooking at present in D&T lessons.	<i>May 2020</i> <i>Sep 2020</i>	<i>L</i>
	Whole school approach to adapting curriculum (S/M/L term), including: <ul style="list-style-type: none"> • Wellbeing curriculum • recognising 'non-curriculum' learning that has been done • capturing pupil achievements/ outcomes 		<i>L</i>	<i>staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.</i> <i>Focus on how wellbeing can be linked to the learning pit.</i> <i>Worship & PSHE to include opportunities to share concerns and strategies to support.</i>	<i>May 2020</i> <i>Sep 2020</i>	<i>L</i>
	Student behaviour policy reviewed and amended where necessary in line with the current circumstances.			<i>Completed 1st June 2020</i>	<i>June 2020</i>	
	Approach to provision of the elements of the EHCP including health/therapies.		<i>L</i>	<i>Pupils in school with an EHCP are grouped to have provision to meet their needs- highly</i>	<i>May 2020</i>	<i>L</i>

Children with SEND				<p><i>differentiated Maths, English as well as life skills.</i></p> <p><i>Where needed workstations moved to new area to support social distancing.</i></p> <p><i>SALT therapies not beginning until September (see social distancing).</i></p>		
	Annual reviews.	<i>One Plans only- annual reviews all completed until September 2020.</i>	<i>L</i>	<i>One plans to be carried out via zoom/phone/email- the best for the parent until further guidance.</i>	<i>May 2020</i>	<i>L</i>
	Requests for assessment.	<i>N/A</i>	<i>L</i>	<i>Provided by email.</i>	<i>April 2020</i>	<i>L</i>
Communication	Information shared with staff around the re-opening plan, returning to site, amendments to usual working patterns/practices and groups.	<i>EYFS & KS1 – KS Office – KW UKS2 – RG LKS2 – KC Catering – MM Site - MM</i>	<i>M</i>	<p><i>All staff have received:</i></p> <p><i>EHCP RA, School RA, Letter to parents</i></p> <p><i>General considerations document</i></p> <p><i>Contact from their bubble leader</i></p>	<i>May 2020</i>	<i>L</i>
	Re-opening plans shared with governors.		<i>L</i>	<p><i>Email to chair of governors- photos, letters, RA.</i></p> <p><i>Additional RA provided for September opening.</i></p>	<i>May 2020</i>	<i>L</i>
	<p>Communications with parents:</p> <ul style="list-style-type: none"> • Plan for partial re-opening • Social distancing plan • Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning 		<i>L</i>	<p><i>Facebook continually updated</i></p> <p><i>Emails from staff to parents</i></p> <p><i>Marvellous Me to children.</i></p> <p><i>Newsletter updates</i></p> <p><i>School website</i></p>	<i>Continuous</i>	<i>L</i>

	<p>Pupil communications around:</p> <ul style="list-style-type: none"> • Changes to timetable • Social distancing arrangements • Staggered start times • Expectations when in school and at home • Travelling to and from school safely 		L	<p>Letter to parents clearly explained all elements so that they could share with children.</p> <p>Photos of rooms to be uploaded to Facebook for children.</p> <p>Story/poem on Facebook to explain social distancing.</p> <p>Newsletters</p> <p>Letter outlining opening</p>	<p>May 2020</p> <p>Jul 2020</p>	L
	On-going regular communication plans determined to ensure parents are kept well-informed		L	<p>Letters</p> <p>Newsletters</p>	<p>May 2020</p> <p>Sep 2020</p>	L
	Parents evening	<p>Risks to parents and staff if traditional meeting</p>	H	<p>Set up online booking through tucasi</p> <p>Parents book slots online</p> <p>Zoom session information provided to the parents (email from teacher)</p> <p>Zoom session themselves (10 minutes)</p>	<p>Sep 2020</p> <p>Oct 2020</p>	L
Governors/ Governance	Meetings and decisions that need to be taken prioritised.	<p>Clerked virtual meetings.</p> <p>Follow ongoing HR guidance.</p>	L	<p>Virtual governing body meetings to be considered for CPR, FPP and FGB.</p> <p>Minimum will be updates to Chair to then cascade headlines.</p> <p>Governor Teams set up to share documents and run meetings.</p> <p>H&S visit when children are not in school</p>	<p>Jun 2020</p>	L
	Governors are clear on their role in the planning and re-opening of the school, including support to leaders.		L	<p>Governors have had communication regarding reopening on the 1st June 2020.</p> <p>Phone call and email support given.</p> <p>Teams in place for the sharing of documentation and email addresses.</p>	<p>May 2020</p>	L

	Approach to communication between Leaders and governors is clear and understood.					
School events, including trips	<p>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.</p> <p>We are reviewing this on a regular basis in light of new guidance.</p>		<i>M</i>	<p><i>Current guidance is to avoid trips to other venues.</i></p> <p><i>Forest schools using Park Lane nature reserve continue with revised risk assessment.</i></p> <p><i>Local visits taking place with SLT reviewing the required risk assessments in line with COVID guidance.</i></p>	<i>Sep 2020</i>	