

COVID19: Full Opening Risk Assessment and Action Plan

SCHOOL NAME: Northlands Primary School and Nursery

OWNER: Ben Figg (Head of School)

DATE: 13/07/2020

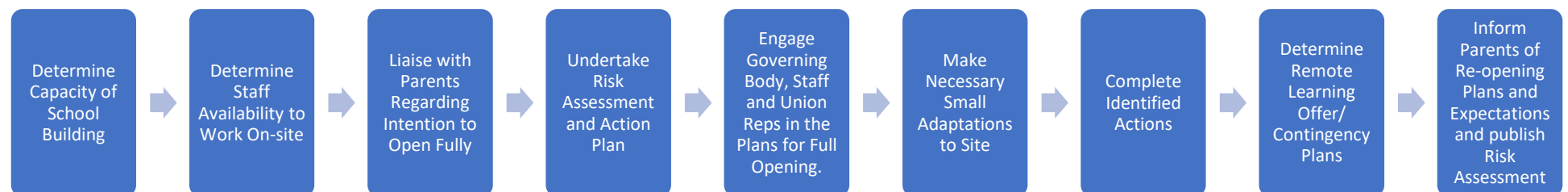
Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the full 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 Full Opening Preparation:



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Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Engagement in Risk Assessment and Planning	Risk assessment process fully engages staff, governing body and union representatives.			Full monitoring and evaluation of the control measures outlined in place. Risk assessment shared with principle stake holders and evaluated regularly	31/08/20	
Preparing Buildings and Facilities	<p>Premises and utilities have been health and safety checked and building is COVID-19 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 • School access to persons from outside the school community 	<p>Site is not prepared for September and therefore the risk of lack of social distancing by staff, pupils and parents is high. Risk of contracting COVID-19 increases.</p> <p>Site Manager is unavailable to monitor site and therefore the risk of transmission of COVID-19 (and other illnesses such as legionella) increases</p>	H	<p>Checks to the premises will be done to make sure the school is up to health and safety standards before opening in September.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>Ensure that all relevant staff have a copy of the Business Continuity Plan.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>Source alternative suitably trained person using the MAT or local school.</p>		

	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.	M	<p>One-way system in place to enter and exit the school. Signage in place including 2m marks on the floor to direct parents.</p> <p>Prompt opening of gates to avoid queues with school access from 8:15 to stagger the flow of parents and children.</p> <p>Staggered end of the day with KS1 at 2:50pm and KS2 at 3:10pm.</p> <p>Staff on the playground am and pm to remind parents about one way system and encourage social distancing if this is not being followed. Key members of staff to monitor the entrance / exit points and discourage people from gathering (particularly on field by 'red' gate).</p> <p>Parents to wear face coverings from 23rd September</p>	31/08/20	L
	Consideration given to premises lettings and approach in place.	Letting involves children from other schools, risk of mixing of 'bubbles'	M	No lettings for the Autumn Term. To be reviewed towards the end of term as to suitability of lettings from January 2021.	31/08/20	L
	Consideration given to the arrangements for any deliveries.	Social distances unlikely to be maintained at delivery points during busy hours		Deliveries to be encouraged in the middle of the day and via the larger entrance area where social distancing is easier. For deliveries to the kitchen, these usually occur before	31/08/20	L

				children arrive in school and with minimal staff contact. Review procedures if this changes.		
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 calmly regardless of social distancing.</i></p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p> <p>Evacuation routes are shared with all staff members on 1st September staff meeting.</p>	<p>Evacuation routes would cause multiple groups/bubbles of people to come into contact. More appropriate alternatives are possible.</p>	M	<p>Review risks of bubbles coming into contact following first fire drill.</p> <p>Revised evacuation procedure and share with all staff and children.</p> <p>Fire drill to be carried out within the first half term.</p>	31/08/20	L
Cleaning and waste disposal	<p>Enhanced cleaning regime is in place in line with COVID19: Cleaning in non-healthcare settings guidance.</p>	<p>Cleaning regime impacted due to lack of cleaning staff and/or cleaning products as well as staff not being suitably briefed or RA being shared.</p> <p>Time to clean and sanitize resources between groups is limited.</p> <p>Adults or children are not following cleaning regime.</p>	H	<p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. Particular attention on toilet areas for children and staff.</p> <p>Hand towels and hand wash are to be checked and replaced as needed by Site Manager and cleaning staff.</p> <p>Schedule of cleaning between year group bubbles in shared areas of the school. ICT, ART Room.</p> <p>Reinforcement of importance of cleaning schedule followed by all pupils and staff. If pupils are not following schedule, refer to</p>	31/08/20	L

				COVID-19 Annex behaviour policy for sanctions.		
	Cleaning staff capacity is adequate to enable enhanced cleaning regime.	Staff absence leads to cleaning not occurring	M	<p>Site manager to redeploy cleaning staff for essential area cleaning. Other areas to be cleaned in the morning.</p> <p>If capacity is diminished on the part of cleaning company (Pinnacle), site manager to ensure that they replace absent staff.</p> <p>If absences are unable to be covered, offer overtime to members of staff.</p>	31/08/20	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>No hand sanitiser for visitors to reception.</p> <p>Classrooms do not have tissues / sanitiser / soap / cleaner for tables / PPE.</p> <p>Low supply of soap in staff and pupil bathrooms.</p>	M	<p>Hand sanitiser available at the school entrance – clearly marked and displayed to avoid many hands touching bottles</p> <p>Lidded bins in classrooms</p> <p>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach = and poster to remind people of this.</p> <p>Each class will have a box of resources to clean / sanitise (+ PPE) – staff to inform site manager of supplies running low before they run out.</p>	31/08/20	L

				Stock check and ordering schedule reviewed and order made by the office		
	Sufficient time is available for the enhanced cleaning regime to take place.	<p>Full time teaching provision will impact on the cleaning regimes of the whole school as all rooms will be in use.</p> <p>Tight schedule of cleaning to be introduced – i.e. only one classroom per year group / phase to be used after school hours if needed and this classroom to be cleaned in the morning.</p>	M	<p>All staff advised to leave the site an hour after their last session to allow time to clean.</p> <p>Any areas not cleaned will be addressed in the morning by site staff.</p> <p>Monitor cleaning to ensure that schedule is workable and cleaning continues to be undertaken to the highest standard.</p>	31/08/20	L
	Waste disposal process in place for potentially contaminated waste.	Waste kept on site for too long which may increase the risk of transmission of COVID-19.	M	<p>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours.</p> <p>All staff to be aware of where this separate storage is and not to add to this.</p> <p>Site manager to monitor this area to ensure that refuse is</p>	31/08/20	L

				disposed of accordingly after 3 days.		
	Process in place for safe removal and/or disposal of face masks.	Risk of spread of COVID-19 if someone has displayed symptoms or is asymptomatic. Cross contamination of used masks in general waste.	M	Cleaners using masks to dispose of in lidded bins in cleaning room and disposed of 72hrs later. Masks worn as PPE if someone develops symptoms to be contained securely for 72 hours then disposed of. Staff to be aware of how to remove masks (from behind the ears rather than from the mouth) to reduce cross-contamination.	31/08/20	L
Classrooms	Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment should be limited to the year group bubble. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance]. Non-essential equipment or resources which are not easily washable or wipe-able have been stored away from children to reduce contamination. 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.	Cross contamination between bubbles in specific year groups Children sharing essential resources within a bubble Difficult to clean resources are touched by children No COVID-19 information posters currently in place. Limited reminders/ awareness for children. Lack of awareness from adults.	L M L	Shared resources i.e. ICT equipment to have thorough clean between bubbles. Children to have their own pack of essential resources i.e. pen, pencil, rulers Remove items from class which cause a high risk of contamination from COVID-19. Shared resources to be cleaned between use – classrooms to have sufficient cleaning products to do this, and COSHH register to have been signed by all staff members using chemicals. e-Bug posters displayed: <ul style="list-style-type: none"> • Horrid hands • Super sneezes 	31/08/20	L L L

				<ul style="list-style-type: none"> • Hand hygiene • Respiratory hygiene • Microbe mania <p>Rooms will be accessed directly from outside where possible, and a one-way system around the school will be encouraged.</p> <p>All shared rooms, such as sport halls and dining areas, will be used on a rota basis to allow groups to keep apart when using them. Children and adults will be encouraged to wash / sanitise hands before the session and at the end of the session. For dining areas, if this wouldn't be possible, lunch will be brought to pupils in their classrooms.</p> <p>Toilet use will be managed by LSA / teachers to avoid crowding. Regular reminders for pupils that no more than 2 people to be in the toilet at any one time and lunchtime toilet use to be closely monitored.</p>		
	Furniture arranged to minimise contact as much as possible e.g. Desks side by side, facing front, where age appropriate.	Children positioned in groups, facing each other, which could increase transmission.	M	<p>Classrooms are to be organised with tables facing forward with children sat side by side.</p> <p>Reminders for children to face forward and avoid turning round where not essential (eyes to the front).</p>	31/08/20	L

	<p>Hand washing facilities meet demand</p>	<p>Increase risk of spreading through poor hand hygiene</p>		<p>Handwashing facilities will be provided through sink and soap and in those areas without hand washing facilities, sanitiser will be provided for use.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p>	<p>31/08/20</p>	
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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>In addition to teaching staff, ensure that at least one of the following trained members of staff is on site:</p> <ul style="list-style-type: none"> • Paediatric First aider • Designated Safeguarding Lead (DSL) <ul style="list-style-type: none"> • SENCO • Caretaker/site member • Office staff member 	<p>One or more of the identified members of staff absent for a period of time, therefore jeopardising the safe running of the school / the safeguarding of the children / essential administration roles.</p>	H	<p>List of first aiders displayed in the office with multiple people trained.</p> <p>DDSL to step in – from Autumn term, extra adults in school having attended level 3 safeguarding training.</p> <p>Office staff to have clear job roles for accountability.</p> <p>Assistant site staff to step up.</p>	31/08/20	L
	<p>Approach to staff absence - reporting and recording in place. All staff aware of procedures for reporting absence.</p>	<p>Staff off ill without SLT knowing, resulting in diminished capacity for teaching and learning / safeguarding / first aid etc.</p>	H	<p>New procedures (emailing or calling head of school before 7:30am) to be implemented and reinforced.</p> <p>Absence procedures to be shared with all staff by 1st September staff meeting <u>at the latest</u>.</p>	31/08/20	
	<p>Risk assessments in place for those staff who were previously working from home due to shielding, (clinically vulnerable and/or living with someone in these groups), and appropriate arrangements for mitigating risk are identified.</p>	<p>Staff members returning are not aware of new measures and the procedures that have been put in place to ensure the safety of everyone in the school community.</p>	H	<p>New procedures to be distributed in weekly email updates to staff and shared on 1st September staff meeting.</p>	31/08/20	L
	<p>Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) –</p>	<p>Schools operating capacity is reduced due to increased sickness and teaching and learning capacity for pupils is diminished.</p>	M	<p>In the event of increased staff sickness, the school will operate on a class basis using specialist teachers to take classes.</p>	31/08/20	L

	on a weekly rather than daily basis to minimise contact and potential exposure to COVID-19.			DSL, SLT to set cover arrangements and communicate these with relevant staff to ensure that all pupils have access to high-quality teachers in the classroom.		
	Consideration given to staff clothing expectations and information shared with staff.	Staff wear clothing that is inappropriate for their role / to continue to follow COVID-19 guidelines (e.g. wear a jumper rather than closing windows and therefore reducing ventilation).		Staff encouraged aware to wear clothing suitable for the situation. Reminders about PPE to be worn in situations of suspected cases	31/08/20	L
	Approaches for meetings and staff training in place.	Social distancing will not be able to be maintained for whole staff training. Government guidelines for large gatherings are not adhered to.	M	The main hall to be used for larger staff training with virtual and remote training taking place for specialist training. Reminders to encourage staff to follow social distancing guidelines at all times.	31/08/20	L
	Approach to support wellbeing, mental health and resilience in place, including bereavement support for staff and pupils. How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.	Staff are not aware of policies to support wellbeing. Staff are not aware of the members of staff they can talk to. Staff wellbeing is reduced which in turn impacts on mental health.		Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements.	31/08/20	L

				Staff are signposted to relevant support by relevant members of staff (Head of School, Inclusion Team etc.)		
	<p>Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.</p> <p>Process in place for use of the limited number of self-testing kits.</p>	<p>Staff are unaware they have COVID-19.</p> <p>Delay in the testing for COVID-19.</p> <p>Staff are unaware of procedures and therefore 'self-isolate' for an extended period of time, diminishing capacity for teaching and learning.</p>	H	<p>Staff to follow the testing protocol outlined by government and PHE.</p> <p>If they suspect that they or a member of their household has symptoms, then they are to self-isolate and then book a test <u>as soon as possible</u>. If the test returns negative they can return to work and if positive, then a period of 7 or 14-day isolation must occur.</p> <p>Staff to be made aware that if these procedures are not followed, and there is absence as a result, this may result in unpaid leave.</p>	31/08/20	L
	<p>The approach for inducting new starters has been reviewed and updated in line with current situation.</p>	<p>New staff are unaware of policies and procedures</p>	M	<p>Induction policy still followed where necessary at social distancing level- particular attention paid to social distancing, testing and cleaning routines.</p> <p>Mentors for new staff to be aware of policy and to ensure that this is followed.</p>	31/08/20	L

	Return to school procedures are clear for all staff.	New staff are unaware of policies and procedures	M	<p>Induction policy still followed where necessary at social distancing level- particular attention paid to social distancing, testing and cleaning routines.</p> <p>Procedures are made clear to all staff by 1st September staff meeting <u>at the latest.</u></p>	31/08/20	L
	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p><i>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</i></p>	Contractors on site not able to maintain social distancing and interfere with bubbles.	M	<p>Where possible contractors only to be on site before or after children are in the building. Where that isn't possible contractors will not enter rooms used by bubbles.</p> <p>Enhanced cleaning to happen after visit of areas used. Check with the contractor any requirements their employer has specified before visit.</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors to follow Track and Trace guidance.</p>	31/08/20	L
Group Sizes	Class sizes are consistent and children will only mix in their year group rather than across year	Children do not adhere to their year group bubbles and	M	Year group bubbles to be used to prevent mixing between year groups.	31/08/20	L

	groups to prevent any potential spread of COVID-19.	therefore risk spreading the virus across year groups.		<p>Pupils will be kept in the same groups at all times each day, and be kept separate from other groups</p> <p>Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>Staggered lunch and break times will prevent mixing during these times.</p> <p>Where pupils are unwilling to follow guidance, refer to the COVID-19 Annexe Behaviour Policy for sanctions.</p>		
	Staffing allocations to groups determined, minimising contact with multiple groups as much as possible.	Members of staff teaching between bubbles increasing transmission chances.	<i>M</i>	<p>Class teachers and set teachers will predominately only teach within their year group bubble. Where specialist teachers are used then they will endeavour to keep 2m from the children at the front of the class where appropriate.</p> <p>Wherever possible, staff members to avoid entering classes in year groups that are not their own.</p>	<i>31/08/20</i>	<i>L</i>
Social Distancing	Arrangements for social distancing in place to consider: Staggered school drop off/pick up times and locations (if possible) without reducing teaching time	Likely that bottlenecks occur externally on drop off and pick up.	<i>H</i>	School site and classes open from 8:30am to minimise pinch points. KS1 entry from 8:40am and KS2 8:50am. One-way system will prevent adults mixing.	<i>31/08/20</i>	<i>L</i> <i>L</i>

	<p>Staggered or limited amounts of moving around the school/ corridors</p> <ul style="list-style-type: none"> • 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 	<p>Likely that year groups could mix between bubbles, especially at the start and end of the school day.</p>		<p>KS1 collection at 3pm and KS2 3:10pm. SLT visible and with reminders for parents to 'drop and go'</p> <p>One-way system through the school will prevent bubbles crossing in corridor. Zoned areas for break and lunch as well as staggered times especially at lunch through the hall will minimise year groups bubbles mixing. Year groups to use designated tables for lunch with enhanced cleaning after each sitting.</p>		
	<p>Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.</p>	<p>Increased risk of bubbles mixing</p>	<p>M</p>	<p>On arrival, children will move straight to classroom and sit at named table and wait for rest of class to arrive/class to begin. Early morning work to be available for all children as well as individual work packs to reduce the need to move around the classroom. Where pupils are unwilling to follow guidance, refer to the COVID-19 Annexe Behaviour Policy for sanctions.</p>	<p>31/08/20</p>	<p>L</p>
	<p>Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.</p>	<p>Children not aware of behaviour policy and breaches of policy.</p>	<p>M</p>	<p>Risks assessments and individualised approach in place for students who might struggle to follow expectations.</p>	<p>31/08/20</p>	<p>L</p>

				Where pupils are unwilling to follow guidance, refer to the COVID-19 Annexe Behaviour Policy for sanctions.		
	Approach to assemblies – if still occurring, plan in place to manage social distancing.	Currently assemblies are cancelled. Bringing all children together for assembly would breach the bubble arrangements.	M	Year group bubble assemblies to take place rather than whole school. Class and other mixed assemblies will not take place. Review the implementation of guidance as and when this changes.		L
	Social distancing plans communicated with parents, including approach to breaches.	School community may be misinformed or not sure about school procedures. Adults may be reluctant to observe social distancing guidelines, especially once off the school site (e.g. field by 'red gate' exit.	M	Parents made aware of policies and procedures before pupils return to school via letter and email. Parents encouraged to go through these with their children so they are aware things will be different ahead of arrival. Members of staff to be visible on the playground to encourage adults to follow social distancing guidelines and to discourage gatherings.	31/08/20	L
	Arrangements in place for the use of the playground, including equipment.	Risk of contamination on the playground between bubbles.	M	The playground will have designated areas for year group bubbles, ensuring play equipment will stay with bubble zones. Review use of static play equipment to ensure that year group bubbles are not mixing (e.g. tyres).	31/08/20	L

Transport	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.	Public transport is full or reduced service is in operation. Due to restrictions on public transport, pupils are late for school, impacting on learning time.	M	<p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible. Measures to help will include additional bike storage, staggered start times to help pupils avoid peak times</p> <p>For those that do need to take public transport, encourage the following:</p> <ul style="list-style-type: none"> • Follow hygiene rules • Try to keep their distance from passengers where possible <ul style="list-style-type: none"> • Wear a mask • Follow procedures outlined by the transport company 	31/08/20	L
Catering	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.	Catering team unable to provide requirements due to illness / absence	M	<p>Contingency planning includes reduced menu if catering team are absent.</p> <p>Suitably qualified staff members to step in to help provide the service.</p> <p>Source meals from external providers if all other avenues have been exhausted.</p>	01/09/20	L
	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.	Larger gatherings are a risk to bubbles mixing and potential spreading of COVID-19.	M	<p>Foundation Stage: 12:00pm then out to allocated section of the playground</p> <p>Year 1: 12:15pm then into KS1 playground</p> <p>Year 2: KS1 playground then lunch at 12:30pm</p>		L

				Year 3: 12:45pm lunch then to their zoned area Year 4,5 and 6: to rotate weekly. 12:55pm, 1:10pm, 1:20pm Children sat at designated pod tables which are cleaned after each sitting.		
	Summer Holiday Food vouchers for eligible CYP ordered.	Families do not receive voucher, resulting in financial hardship.	M	SBM to draw up list before summer holidays and submit voucher claims in advance of the school closure. Where parents identify they are suffering from financial hardship, school to offer a voucher as an emergency measure.	31/08/20	L
PPE	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	PPE stocks run low. Staff unable to access PPE, causing particular risk if someone is displaying COVID-19 symptoms.	M	Site manager to maintain stock levels of PPE and raise an order well in advance of running out. Staff to make site manager aware of low stock of PPE in classrooms.	31/08/20	L
Response to suspected/ confirmed case of COVID19 in school	Approach to confirmed COVID19 cases in place: during school day 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 <ul style="list-style-type: none"> Cleaning procedure in place Arrangements for informing parent community in place 	Policy is unclear and leads to an increased risk of transmission time	H	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. Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process. If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up.	31/08/20	L

				<p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none">• If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask• If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron• Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up. <p>If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of, following 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</p>		
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				<p>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 bubble <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 <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.</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 	Case confirmed in out of hours provision	M	<p>No out of hours' provision is in place currently.</p> <p>Review of procedures if this changes, following guidance.</p>	31/08/20	L
	<p>Process in place to engage with the Test and Trace and contact tracing process.</p> <p><i>Refer to ECC and public health guidance for more information.</i></p>	Adults do not follow Test and Trace procedures, thereby increasing the risk of transmission of COVID-19		<p>Ensure that all members of the school community are aware of the test and trace procedures (e.g. via letter / newsletter).</p> <p>Ensure that parents understand the importance of first contact</p>	31/08/20	

				and how to use the StudyBugs app if not already in use.		
Pupil Re-orientation <i>back into school after a period of closure/ being at home</i>	Approach and expectations around school uniform determined and communicated with parents.	Too many items from home being brought in	M	Reminder of uniform to be worn. Reminder of the need for a clean uniform daily. Refer parents to uniform hardship fund (See Nicky Bailey).	31/08/20	L
	Changes to the school day/timetables shared with parents.	Parents may just turn up if times of the day are not clearly articulated- Leading to bottle necks or mixing of adults.	M	Direct communication with parents via letter/ text / newsletter. Signage in place. SLT on gates to direct adults and encourage the smooth movement through the school.	31/08/20	L
	All students instructed to bring a water bottle each day. Water fountain cleaning arrangements in place.	Social distancing will be hard to maintain around communal areas such as water fountains. Risk of contamination from COVID-19.	M	A full water bottle will negate the need for water fountains. Pupils to be monitored when filling their water bottles to ensure that they do not congregate near the water fountain.	31/08/20	L

	<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>Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.</p>	<p>Children will struggle to transition back into full time education.</p> <p>CYP have been at home for a long time and may become distressed about leaving parents.</p>	M	<p>Wellbeing and transition PSHE lessons will happen for the first 3 days back then once a week.</p> <p>Inclusion team to have availability to pick up referrals from staff.</p> <p>A familiar routine implemented is essential.</p> <p>Consistency from all adults as to expectations of learning and behaviour.</p> <p>Where pupils are unwilling to follow guidance, refer to the COVID-19 Annexe Behaviour Policy for sanctions.</p>	31/08/20	L
	<p>Consideration of the impact of COVID19 on families and whether 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>CYP may require additional support as a result of wider COVID-19 implications</p>	M	<p>School setting has the FSM application form available for families and support available to complete this if necessary.</p> <p>Reminders sent to parents about eligibility for free school meals.</p> <p>DSL and DDSL have designated time to complete welfare checks and referral to external agencies.</p> <p>Financial help for uniform from Heart of Pitsea Trust.</p>	31/08/20	L
Remote Education Contingency Plan	<p>All students have access to technology and remote learning offer is available to be switched on as a contingency when needed.</p>	<p>Bubble needs to self-isolate because of a positive case of COVID-19.</p>	M	<p>Contingency in place to switch to remote learning.</p> <p>My Maths has been purchased for maths work with easier uploading of work, tutorials for parents and</p>	31/08/20	L

				<p>greater challenge for pupils. Each year group will continue to follow White Rose SoW to ensure curriculum coverage.</p> <p>English will use DB Primary and children will record work in home learning books. Each week one reading comprehension and one writing task will be uploaded.</p> <p>Curriculum links will also be utilised to ensure science, history and geography coverage.</p> <p>Class teachers will set work for their own class not sets.</p>		
Transition into new year group	Online/ website support for families and young people around transition.	Some pupils and SEND pupils will be anxious about returning	<i>M</i>	<p>Capacity has been made for the previous year's teacher to socially distant support if required. Especially key transitions between Key Stages.</p> <p>Introductory picture / letter sent home to children to aid transition.</p>	<i>31/08/20</i>	
Safeguarding	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.	Children previously deemed to be safer at home and family are anxious about returning to school. Parents do not appreciate importance of high attendance and therefore keep children off for minor (non-COVID-19) symptoms.	<i>M</i>	<p>Review the CYP's risk assessment to identify any support or arrangements needed for their return to school.</p> <p>All parents to be aware of procedures for absence and review absences closely to ensure that attendance for all pupils is good.</p>	<i>31/08/20</i>	<i>L</i>

	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	Disclosures are not recorded or taken seriously, becoming a safeguarding risk.		Staff refresher training session on processes and procedures and the revised wellbeing material. Increase number of adults to have Level 3 training. Staff training at the start of the year to remind adults of disclosure procedure.	31/08/20	L
	Updated Child Protection Policy in place. KCSIE to have been shared with staff and all staff sign	Staff are not aware of child protection policy. Staff have not read KCSIE 2020.		Adopted most recent Child Protection Policy to be shared with all staff. Safeguarding training on 1 st September staff meeting. All staff to have read and signed part 1 of KCSIE.	31/08/20	L
	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP to return to school.	Referrals are not made and therefore pupils do not have appropriate support in place.		TAF meetings to be arranged. Referrals / advice to be sought by DLS / DDSL. Staff to record all concerns on CPOMS.	31/08/20	L
	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.	Pupils are at risk of causing significant harm to themselves and others.		Review individual consistent management plans to ensure they include protective measures. Where pupils are unwilling to follow guidance, refer to the COVID-19 Annex Behaviour Policy for sanctions.	31/08/20	
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered for pupils with SEND.	New teachers are not supporting pupils. Sufficient progress is not being made by pupils.	M	New learning plans and expectations to be shared by SENCo. Pupils are making sufficient progress in relevant areas of learning.	31/08/20	L

	<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 – including no contact sport • Practical science lessons <ul style="list-style-type: none"> • DT/ FT 	<p>Increased risk of transmission of COVID-19 between children and adults.</p>	<p><i>H</i></p>	<p>Curriculums have been reshaped to mitigate as much as possible sharing of resources.</p> <p>Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be limited to no more than 30 pupils, and will take place outside wherever possible (if taking place inside, the space will be well ventilated). Pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments won't be shared. Singing or instrument playing won't take place in any larger groups such as choirs or assemblies.</p> <p>For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible.</p>	<p><i>31/08/20</i></p>	<p><i>L</i></p>
	<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 	<p>Pupils have significant gaps in their learning and do not make sufficient progress and therefore do not reach age-related expectations.</p>		<p>Staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.</p> <p>Interventions to support children across year groups, utilising LSA support to offer wave-2 and wave-3 teaching.</p>	<p><i>31/08/20</i></p>	

	Student behaviour policy reviewed and reflects the current circumstances.	Pupils do not follow behaviour policy appendix		Reinforcing new policy built in to PSHE lessons Bubble assemblies to reinforce expected behaviour. Where pupils are unwilling to follow guidance, refer to the COVID-19 Annexe Behaviour Policy for sanctions.	31/08/20	L
CYP with SEND	Approach to provision of the elements of the EHCP including health/therapies in place.	Pupils returning on site may overwhelm SENCO and teachers and not enable them to assess pupils' needs. Pupils may not make sufficient progress towards their targets.	M	SENCO to prepare transition needs to staff before children return. Staff training for specific needs can happen at a safe distance.	31/08/20	L
	Annual reviews for pupils with EHCPs to continue following identified timeline.	AR may be missed as a result of SENCO absence or SAS absence	M	Annual reviews will continue to happen remotely where necessary. Individual plans and targets to be in place within first four weeks of term.	31/08/20	L
	Requests for assessment for EHCPs considered.	Requests for assessment maybe missed as a result of SENCO absence or SAS absence	M	Inclusion team will support the SENCO. Additional time for SENCO to request assessments. Admin support for SENCO to be in place for September.	31/08/20	L
	Consider any CYP who may need support with their return to school and consult with the family and other agencies involved. <i>Including any support required for CYP to understand new rules i.e. social distancing.</i>	Children are reluctant to return to school. Learning is disrupted due to emotional needs of pupils. Pupils are in crisis and therefore unable to function accordingly.	M	High profile children who could be at risk will be given extra transition time and support from the inclusion team. Any pupils with complex needs or who need close contact care will have the same support as	31/08/20	

				normal as distancing isn't possible. Staff will be rigorous about hand washing and respiratory hygiene and encourage the same from the pupils they work with.		
Attendance	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.	Some children's attendance falls below expected level. PAs increase, leading to a lack of learning time and reduced progress.	M	Clear guidance on opening plans and routines are to be published to parents. Close monitoring of attendance, lateness, reporting absence. Expectations of attendance to be reinforced regularly to parents.	31/08/20	L
	Approach to support for parents where rates of persistent absence were high before closure.	Some children's attendance falls below expected level. PAs increase, leading to a lack of learning time and reduced progress.	M	Families with PA pupils will be encouraged to return. Expectations of attendance made clear to all families. New attendance officer to follow up.	31/08/20	L
Communication	Information shared with staff around the full opening plan, returning to site, amendments to usual working patterns/practices and groups.	School community may be unaware about school return and procedures in place to keep pupils safe	M	Detailed opening plan shared with staff through email and small teams meetings	31/08/20	L
	Governors consulted on full opening plans.	Governors are not aware of new procedures and therefore cannot comment accurately on the mitigation of risk.	M	Detailed plans shared at Governing Body Meeting. All governors are aware of procedures school has put in place and the rationale behind this.	31/08/20	L
	Union representatives consulted on full opening plans.	Union representatives are not informed of full opening plans and therefore are		Union representatives (where applicable) to have risk assessment shared with them		

		unable to advise members accurately.		and understand the procedures school has adopted in line with <i>government guidelines</i> . <i>Monitoring and evaluation of all control measures listed</i>		
	<p>Communications with parents on the:</p> <ul style="list-style-type: none"> • Plan for full opening • Social distancing plan • Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning <ul style="list-style-type: none"> • Attendance • Uniform • Transport • Behaviour • Test and trace • Staggered start and end times <p>Expectations when in school and at home (if self-isolating is necessary)</p>	Parents are unaware of new plans which in turn could increase the risk of transmission of COVID-19 through lack of social distancing etc.	H	Parents informed via letters, website updates, social media. Procedures to be in place to ensure that all parents receive information in a timely fashion.	31/08/20	
	<p>Pupil communications around:</p> <ul style="list-style-type: none"> • Changes to timetable • Social distancing arrangements <ul style="list-style-type: none"> • Staggered start times • Expectations when in school and at home (if self-isolating is necessary) • Travelling to and from school safely 	Pupils are unaware of new plans which in turn could increase the risk of transmission of COVID-19 through lack of social distancing etc.	H	Pupils are made aware of school procedures through PSHE lessons on return to school / information that is shared with parents / regular reminders from staff during the school day.	31/08/20	
	On-going regular communication plans determined to ensure parents are kept well-informed	Parents are unaware of new plans which in turn could increase the risk of transmission of COVID-19		Parents informed via letters, website updates, social media.	31/08/20	

		through lack of social distancing etc.		Procedures to be in place to ensure that all parents receive information in a timely fashion.		
Governors/ Governance	Meetings and decisions that need to be taken are prioritised.	Stakeholders are not aware of changes / procedures due to not being able to attend relevant meetings.	M	Virtual governing body meeting in which plans were discussed. All governors are aware of important changes to the running of the school.	31/08/20	L
	Governors are clear on their role in the planning and full opening of the school, including support to leaders. Approach to communication between Leaders and governors is clear and understood.	Governors are not aware of new procedures and therefore cannot comment accurately on the mitigation of risk.	M	Virtual governing body meeting in which plans were discussed Head of School and Chair communicating regularly regarding plans	31/08/20	L
	Governors prepared for start of school year (clerking, etc.).		M	Governing body is ready for new academic year with new chair/vice in place and updated areas of responsibility for all governors.	31/08/20	L
School events, including trips	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.	Trips are not booked / cancelled in a timely fashion which incurs an additional cost to school or parents.	M	The decision has been made that no trips to be made in the Autumn Term. Following this trips will be risk assessed on an individual basis	31/08/20	L
Finance	Additional costs incurred due to COVID-19 are understood and clearly documented.	School budgets are tight and additional COVID-19 costs must be logged. Risk to security of school budget.	M	SBM keeping a log of COVID-19 costs. Costs to be recouped where possible.	31/08/20	L

	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM	Risk to security of budget.		SBM kept a log of COVID costs and claim has been made.		
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	Risk to security of budget.		Review lettings procedures towards the end of the autumn term in order to create a sustainable revenue for school.	31/08/20	
	Insurance claims, including visits/trips booked previously.	Risk to security of budget.	M	Insurance claims made on trips. Price agreed/ held for high priced trips PGL	31/08/20	L
	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.	Risk to security of budget.	M	SBM to work with trust FM to identify areas where financial support is possible.	31/08/20	L
Before and after school clubs	Approach in place for before/after school clubs implements the necessary protective measures.	Mixing of year group bubbles	M	Breakfast club to require parents to sign up in advance so that tables can be set up to separate bubbles. After school extracurricular clubs are to be bubble specific or with reduced numbers to separate bubbles. Monitor these procedures as government guidance changes due to risk level of COVID-19.	31/08/20	L