



Assessment and Action Plan

SCHOOL NAME: Avanti Hall School

OWNER: Adrian Hilliard BSM

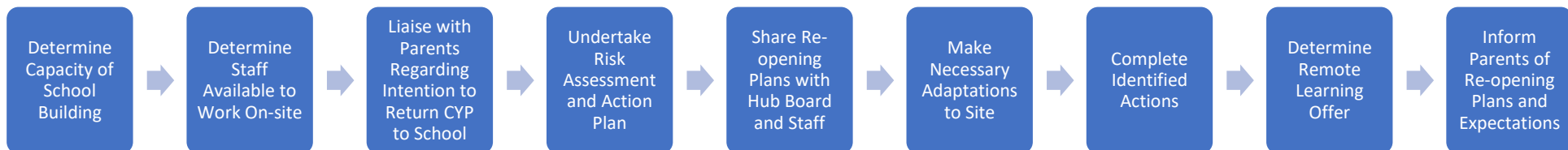
DATE: 05/06/2020

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:



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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
Preparing Buildings and Facilities	Premises and utilities have been health and safety checked and building is compliant. <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	<i>Site Manager is unavailable</i>	<i>H</i>	<i>Source alternative suitably trained person (Site Keeper and BSM remote supervision of Director of Facilities)</i>	<i>21/05/20</i>	<i>L</i>
		<i>Site has been closed for prolonged period</i>	<i>M</i>	<i>Carry out a formal / recorded full pre-opening premises inspection- as identified by AST checklist for reopening.</i>	<i>21/05/20</i>	<i>L</i>
		<i>Food remains in the freezer</i>	<i>M</i>	<i>Commission a water treatment specialist to chlorinate and flush the complete system for all hot and cold-water systems and certify the water system is safe before the buildings are reoccupied.</i>	<i>15/05/20</i>	<i>L</i>
					<i>26/05/20</i>	<i>L</i>



				<i>Unused freezers were emptied before lockdown and will be cleaned before bringing into service</i>		
	Office spaces re-designed to allow office-based staff to work safely.	<i>Office does not allow for adequate space between staff members.</i>	M	<i>Office staff desks reallocated. Staff working from home until necessary. Only essential cover on site. Team “bubbles” created to manage risk.</i>	By June 1st	L
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	<i>Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.</i>	M	<p><i>2-meter rubber mat markers are present on floors.</i></p> <p><i>One-way system in place to enter and exit the school. Signage in place.</i></p> <p><i>Parents will not come on site or to the children’s classrooms.</i></p> <p><i>Class “bubbles” allocated staggered arrival / departure</i></p>	<p>05/06/20</p> <p>05/06/20</p> <p>05/06/20</p> <p>05/06/20</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>



				<i>times using separate gates for each year group.</i>		
	Consideration given to the arrangements for any deliveries.	<i>We will have people coming in to deliver equipment</i>	<i>M</i>	<i>Only site keeper to have contact. Should be prompted to disinfect hands on entry and exit of site.</i>	<i>05/06/2020</i>	<i>L</i>
Emergency Evacuations	Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i>	<i>Current evacuation routes would cause multiple groups of people to come into contact. More appropriate alternatives are possible.</i>	<i>M</i>	<i>Revised evacuation procedure and share with all staff and children.</i>	<i>08/06/2020</i>	<i>L</i>
	Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.		<i>M</i>	<i>Fire drill.</i>	<i>08/06/20</i>	<i>L</i>
			<i>M</i>	<i>Practice Lockdown when staff and students on site. Practice on 11/06/2020</i>	<i>11/06/20</i>	<i>L</i>
			<i>M</i>	<i>Make sure radios are working.</i>	<i>01/06/20</i>	<i>L</i>
			<i>M</i>	<i>SENDCo to review EHCP child evacuation procedures.</i>	<i>05/06/20</i>	<i>L</i>



<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><i>Staff and Cleaners to be briefed of enhanced cleaning requirements.</i></p>	<p>H</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>Morning and lunchtime regimes with cleaning staff and Teaching staff to be mindful of above and support additionally if/when required</i></p> <p><i>Hand towels and handwash are to be checked and replaced as needed by school and cleaning staff</i></p> <p><i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</i></p>	<p>08/06/2020</p>	
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				<i>Classroom and Toilet tissue bins to be emptied twice a day to reduce possible infections</i>		
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	<i>Lack of contracted cleaning staff to meet opening demands of school</i>	H	<i>Facilities /BSM to outline cleaning requirements to cleaning company to ensure enough staff can be provided.</i> <i>Facilities /BSM to revise level of contracted cleaning required when final return numbers are known</i>	<i>22/05/2020</i> <i>05/06/20</i>	<i>L</i> <i>L</i>



	Adequate cleaning supplies and facilities around the school are in place.	<i>No hand sanitiser for visitors to reception.</i>	M	<i>Hand sanitiser available at the school entrance</i>	01/06/2020	L
			M	<i>Doors for transition points to be propped open, subject to Fire Risk assessment.</i>	08/06/20	L
			M			
			M	<i>Lidded bins in classrooms.</i>	08/06/20	L
		<i>Classrooms do not have tissues or surface cleaning materials.</i>	H	<i>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</i>	08/06/20	L
		<i>Low supply of soap.</i>	H	<i>Stock check and ordering schedule reviewed and order made prior to children returning and regularly once returned.</i>	01/06/20	L
	Arrangements for longer-term continual supplies are also in place.		M		20/05/20	L



		<i>Risk of infection transmission around school site.</i>	<i>M</i>	<i>Trust bulk order option taken up by the school and regularly reviewed.</i> <i>Staff to be briefed, read and sign the C-19 Site Risk assessment covering activities on school site.</i>	<i>20/05/20</i>	<i>L</i>
	Sufficient time is available for the enhanced cleaning regime to take place.		<i>M</i>	<i>All staff advised to leave the site by 5.00pm for cleaning to be undertaken. Antibac materials available for teachers to wipe tables down or surfaces if needed.</i>	<i>01/06/20</i>	<i>L</i>
	Waste disposal process in place for potentially contaminated waste.		<i>M</i>	<i>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</i>	<i>15/06/2020</i>	<i>L</i>



	Soft furnishings, soft play equipment and other difficult to clean resources in teaching areas	<i>Risk of infection and length of time virus remains active on these items</i>	H	<i>All soft equipment and soft furnishings that are not absolutely essential to be removed from the classrooms.</i>	05/06/2020	L
			H	<i>Review of play equipment and other soft toys not easily cleaned or disinfected to be packed away and not used.</i>	05/06/20	L
			M	<i>Bookcases and open storage cupboards to be sealed in decorator's plastic film to reduce infection levels on surfaces hard to clean.</i>	26/05/20	L
			M	<i>No pupil to bring in own resources to school – all personal writing resources to remain with student and not be shared.</i>	15/06/20	L
Classrooms	The number of staff and CYP that can use each room at any one time has been determined according to the physical capacity		H	<i>Measure classrooms and other available rooms to assess capacity for staff and pupils:</i>	01/06/2020	L



	of the school site. NB: up to 15 per group.					
	Classrooms have been re/arranged to allow as much space between individuals as practical.		H	Unnecessary equipment and furniture removed to maximize available space for seating and social distancing	26/05/20	L
	Classroom entry and exit routes have been determined and appropriate signage in place.	Parent site infiltration.	H	Entry and exit routes to classrooms designed to prevent mixing of "bubbles"	08/06/2020	L
			H	Parent facing areas to be demarcated for social distancing but with no access to the school site for parents	08/06/20	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 disinfected more frequently [source: protective measures guidance].	Inappropriate sized equipment for smaller children in Classrooms.	L	Appropriate age-related chairs and tables have been moved to identified classrooms to meet needs to designated "bubbles".	05/06/20	L
			M	Any soft furnishings, cushions, etc that can	08/06/20	L



	Resources which are not easily washable or wipeable have been removed.	<i>Soft toys, cushions, soft furnishings and resources not easily washable.</i>	M	<i>be will be removed from the teaching areas.</i>	05/06/20	L
	Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the commonly used areas and in all toilets.	<i>Ensure up to date and relevant posters in place. Limited reminders/ awareness for children.</i>	M	<i>Bookcases and open storage cupboards to be sealed in decorator's plastic film to reduce infection levels on surfaces hard to clean</i> <i>Posters to be provided via AST and displayed</i>	12/06/20	L
Staffing	Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.	<i>Inadequate staffing levels and skills mix to ensure that the school can operate safely and effectively.</i>	H	<i>Staff audit re available to work on-site from 1st June</i>	01/06/2020	M
	Including at least one of the following: <ul style="list-style-type: none"> • SLT 		H	<i>First Aid cover and equipment</i>	08/06/2020	L



	<ul style="list-style-type: none"> • First aider • Designated Safeguarding Lead (DSL) • SENCO • Caretaker/site member • Office staff member • PIPS trained staff 		H	<p><i>arrangements confirmed</i></p> <p><i>Designate first-line teaching teams for each "bubble"[Team A], along with standby teaching teams in case of non-Covid absence [Team B]</i></p>	01/06/20	M
			H	<p><i>Create of Team A and Team B for non-education support staff to mitigate transmission problems and ensure continuity in one team goes into Self-Isolation.</i></p>	01/06/20	L
	<p>Approach to staff absence reporting and recording in place. All staff aware.</p>		M	<p><i>Continue with normal working practices.</i></p>	20/05/2020	L
			M	<p><i>Enhance process by use of MS Form and more frequent returns from all staff</i></p>	01/06/20	L



	<p>Arrangements for staff who are working from home are in place (including those shielded, clinically vulnerable and/or living with someone in these groups).</p> <p>Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.</p>		M	Existing working practices guidance for staff working from home.	15/06/2020	L
			M	Staff not working on site to carry out re-designated roles in support of Remote Learning and distance Business support roles	15/06/20	L
	<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>	Risk to staff.	H	Designated staffing teams for each student “bubble” with identified non-Covid absence backup	15/06/2020	M
			H	SLT and Business support staff “bubbles” enacted to ensure business continuity should a Team require Self-Isolation	15/06/20	M
	<p>Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable (e.g. no ties).</p>	Risk to staff	M	Guidance to staff issued for returning to work.	15/06/2020	L
				Staff should make sure they change their		



				<i>clothing and wash upon entry to their home- they may wish to change clothes at work.</i>		
	Social Distancing reflected for meetings and staff training in place.	<i>Risk to staff</i>	<i>M</i>	<i>Where possible staff training will be given as remote learning.</i>	<i>08/06/2020</i>	<i>L</i>
			<i>H</i>	<i>Staff on site observe social distancing. If required to congregate for briefings or training.</i>	<i>01/06/20</i>	<i>M</i>
	Consideration given to staffing roles and responsibilities with regards to the continued remote provision alongside in-school provision.	<i>Risk to students</i>	<i>M</i>	<i>Deputy Principal to manage staff deployment to meet operational need and to issue guidance on revised responsibilities of staff working at home.</i>	<i>01/06/2020</i>	<i>L</i>
	Consideration given to the options for redeployment of staff to support the effective working of the school.	<i>LSAs may be required to carry out changed roles in support of Remote Learning and on-site support requirements.</i>	<i>M</i>	<i>Teachers must plan lessons or virtual lesson. LSAs will support differentiation of work</i>	<i>15/06/2020</i>	<i>M</i>
	Approach to support wellbeing, mental health and resilience in	<i>All</i>	<i>M</i>	<i>Staff are aware of available support and advice for schools and</i>	<i>21/05/2020</i>	<i>M</i>



	<p>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>All</i></p>	<p><i>M</i></p>	<p><i>pupils available from Avanti Trust, EAP, DCC and on-line sources.</i></p> <p><i>Trust and SLT communications via emails and posted to SharePoint Home page.</i></p>	<p><i>01/06/20</i></p>	<p><i>M</i></p>
	<p>Arrangements for accessing Covid testing, if and when necessary, are in place. Staff are clear on returning to work guidance.</p>	<p><i>risk of staff or parents refusing testing.</i></p>	<p><i>H</i></p>	<p><i>Parents access testing. No bubble child or staff back on site until all clear or 14 days.</i></p> <p><i>If parents refuse to access testing- we would need to isolate the bubble for 14 days.</i></p> <p><i>Where child is under 5 request that parent takes test.</i></p> <p><i>Siblings in other “bubbles” would need to be withdrawn and monitored for 7 days. If symptoms show, then associated sibling “bubble” isolates for</i></p>	<p><i>08/06/2020</i></p>	<p><i>M</i></p>



				<i>14 days from point of symptoms identified.</i>		
	The approach for inducting new starters has been reviewed and updated in line with current situation.	<i>Students</i>	<i>M</i>	<i>New Starters will be inducted into their bubble- and will be given guidance by staff on what to expect as normal return- Staff to support this with Social Stories.</i>	<i>15/06/2020</i>	<i>M</i>
	Return to school procedures are clear for all staff.	<i>All</i>	<i>M</i>	<i>SLT and Avanti Trust to issue guidance</i>	<i>08/06/2020</i>	<i>L</i>
	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared. NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.	<i>All</i>	<i>H</i>	<i>Check with the contractor any requirements their employer has specified before visit. Share existing school protocols.</i>	<i>01/06/2020</i>	<i>M</i>
			<i>H</i>	<i>Reception to manage any site related visitors. Visitors not to visit more than 1 bubble if</i>	<i>01/06/20</i>	<i>M</i>



			<i>H</i>	<i>they are deployed to work with children.</i> <i>Visitors to disinfect hands before and after entering and leaving site and fully comply with risk assessment protocols.</i>	<i>01/06/20</i>	<i>M</i>
	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.		<i>M</i>	<i>No externally delivered learning activities currently allowed within the school.</i>	<i>15/06/2020</i>	<i>L</i>
Group Sizes	Class groups have been determined on the basis of small, consistent groups of CYP, that can remain separate from other people and groups. NB: Up to 15 pupils in any one group.	<i>All</i>	<i>H</i>	<i>Groups to have designated teacher/ LSA who remains with bubble and isolates alongside them.</i>	<i>15/06/2020</i>	<i>L</i>
			<i>M</i>	<i>Appropriate distancing measures will be encouraged within the bubble</i>	<i>15/06/20</i>	<i>L</i>
			<i>M</i>	<i>Staff breaks will be assigned to the bubble</i>	<i>08/06/20</i>	<i>L</i>



	Vulnerable and critical worker group sizes determined. NB: with peers where possible.	<i>EHCP and CP children as appropriate.</i>	<i>M</i>	<i>Deputy Principal to manage group sizes, rooming and timetabling in relation to daily demand.</i>	<i>01/06/20</i>	<i>L</i>
	Staffing allocations to groups determined, including consistency and any solutions to insufficient staffing numbers.	<i>All</i>	<i>H</i>	<i>Staffing based upon phase skills, relationships, and consistency with bubble students.</i>	<i>15/06/2020</i>	<i>M</i>
Social Distancing	Arrangements for social distancing in place to consider: <ul style="list-style-type: none"> • 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>All</i>	<i>H</i>	<i>Distancing spots in outside areas to protect parents and community.</i>	<i>15/06/20</i>	<i>M</i>
			<i>H</i>	<i>Lunches taken in classrooms using 'hot-boxes'</i>	<i>15/06/20</i>	<i>L</i>
			<i>M</i>	<i>Transition point doors to be propped open [subject to Fire Risk Assessment].</i>	<i>15/06/20</i>	<i>L</i>
			<i>H</i>	<i>Each bubble to have designated toilet.</i>	<i>15/06/20</i>	<i>L</i>
				<i>If above is not possible:</i>		



				<i>Staggered toilet times with staff wiping touchpoints once children are done.</i>		
			<i>H</i>	<i>Older students taught to wipe touchpoint toilet doors once they have used toilets.</i>	<i>15/06/20</i>	<i>L</i>
			<i>H</i>	<i>Staggered break / lunch times for Year ‘bubbles’ with separately designated play areas ensuring no mixing of ‘bubbles’</i>	<i>15/06/20</i>	<i>L</i>
			<i>H</i>	<i>Social Distancing strategies encouraged with all students to develop best practice habits and minimise transmission opportunities.</i>	<i>15/06/20</i>	<i>M</i>
	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.	<i>All</i>	<i>M</i>	<i>Information shared with parents via letters and Newsletter.</i>	<i>18/05/2020</i>	<i>L</i>
			<i>M</i>	<i>Protocols for parental drop-off / pick-up</i>	<i>12/06/20</i>	<i>L</i>



				<p><i>shared with parents ahead of school reopening, to include:</i></p> <ul style="list-style-type: none"> • <i>Non more than one parent to bring student to school</i> • <i>Students arriving by car encouraged to "Drop and Go"</i> • <i>Staggered start and finish times</i> • <i>Holding arrangements in place for Students on existing Home to School transport provision.</i> 		
	<p>Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.</p>	<i>All</i>	<i>H</i>	<p><i>Separate yearly 'bubbles' will arrive at a designated gate using 15 min staggered times to prevent mixing of 'bubbles'</i></p>	<i>15/06/20</i>	<i>M</i>
			<i>H</i>	<p><i>Gate duty staff manage Social Distancing</i></p>	<i>15/06/20</i>	<i>M</i>



			H	<i>behaviour of students around entrances to the school.</i>		
			H	<i>On entering school site students provided with an application of antibac to clean hands, so mitigating the transmission through high-contact surfaces</i>	15/06/20	M
			H	<i>On arrival, students move straight to designated classrooms where they will be managed through a protocol of washing hands before sitting at named table and waiting for rest of class to arrive/class to begin.</i>	15/06/20	M
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.		H	<i>Handwashing and cleaning (if needed)</i>	15/06/20	L
			M	<i>Conversations with parents</i>	On-going	L
			H	<i>Risks assessments and individualised approach in place for students</i>	15/06/20	M



				<i>who might struggle to follow expectations</i>		
	Approach to assemblies – if still occurring, plan in place to manage social distancing.		<i>H</i>	<i>No assemblies will be conducted outside of bubble.</i>	<i>15/06/20</i>	<i>L</i>
	Social distancing plans communicated with parents, including approach to breaches.		<i>H</i>	<i>Information shared via protocols, email and Newsletter</i>	<i>12/06/20</i>	<i>M</i>
			<i>H</i>	<i>Parents will not be able to come onto the school site and will be escorted off premises if site is breached.</i>	<i>15/06/20</i>	<i>M</i>
	Arrangements in place for the use of the playground, including equipment. NB: outdoor equipment should not be used unless it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.		<i>H</i>	<i>Students will have staggered breaks and lunchtime.</i>	<i>15/06/20</i>	<i>M</i>
			<i>H</i>	<i>Students will have designated outside zones to prevent 'bubbles' mixing.</i>	<i>15/06/20</i>	<i>M</i>
			<i>H</i>	<i>No outside climbing frames will be available for use.</i>	<i>15/06/20</i>	<i>L</i>
			<i>H</i>	<i>Existing break-time / lunchtime play</i>	<i>15/06/20</i>	<i>L</i>



				<i>equipment to be reviewed and agreed by SLT.</i>		
Catering	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.	<i>School kitchen has been closed.</i>	<i>L</i>	<i>Liaise with catering team re availability to work.</i>	<i>01/06/20</i>	<i>L</i>
			<i>M</i>	<i>Assess catering demand for, UIFSM, returning Years groups, KWVC provision and additional FSM support to external families</i>	<i>05/06/20</i>	<i>L</i>
			<i>H</i>	<i>Agree catering strategy using 'hot-box' approach to minimise 'bubbles' mixing, cleaning demands and exposure of catering staff and food preparation / servery areas to cross infection.</i>	<i>05/06/20</i>	<i>L</i>
			<i>H</i>	<i>Revise staffing rota to provide cover within the existing staff and contracted hours.</i>	<i>On-going</i>	<i>L</i>
		<i>if catering staff shielding, unable to return to work onsite from 15 June.</i>				



			<i>H</i>	<i>Redeployment of other members of staff.</i>	<i>On-going</i>	<i>L</i>
	Arrangements for the continued provision of FSMs for children not attending school are in place.	<i>Vulnerable group</i>	<i>H</i>	<i>Voucher scheme to continue, after adjustment for those attending school.</i>	<i>15/06/20</i>	<i>L</i>
			<i>M</i>	<i>Additional FSM support being provided to external families continues.</i>	<i>15/06/20</i>	<i>L</i>
	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.	<i>Students and staff on site.</i>	<i>H</i>	<i>Lunch times staggered to reduce potential for 'bubble' mixing.</i>	<i>15/06/20</i>	<i>L</i>
			<i>H</i>	<i>'Bubbles' have lunches brought to them in existing classroom setting via 'hot-box' approach to reduce possible mixing of 'bubbles' and to reduce cleaning burden.</i>	<i>15/06/20</i>	<i>L</i>
			<i>M</i>	<i>Existing KWVC provision continue to use the dining hall for dinners and current practice.</i>	<i>01/06/20</i>	<i>L</i>



	Staff sharing food and communal food areas.	<i>Buffets and other shared food</i>	<i>H</i>	<i>Staff will not bring in or share any communal food.</i>	<i>15/06/20</i>	<i>L</i>
			<i>M</i>	<i>Staff to eat school dinner as provided with the students or to at their own pack-lunch in the classroom with the students.</i>	<i>15/06/20</i>	<i>L</i>
			<i>H</i>	<i>Staffroom facilities will be closed in the school. Alternative drink making facilities to be provided in the classrooms – to be used when the students are not in the classroom and locked away before students re-enter classroom</i>	<i>15/06/20</i>	<i>L</i>
PPE	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	<i>Risk to staff of infection whilst carrying out close quarter high risk activities</i>	<i>M</i>	<i>Staff will not be issued with PPE as they will be working in bubbles.</i>	<i>15/06/20</i>	<i>L</i>
			<i>H</i>		<i>15/06/20</i>	<i>M</i>



			H	<i>There will be PPE available for staff who may need to work with Intimate care situations within the designated 'bubble' teaching areas.</i>	15/06/20	M
			M	<i>Full PPE available to designated First Aid staff to handle potential Covid positive illness scenario where risk of contamination by bodily fluids is high.</i>	15/06/20	L
		<i>Risk to site staff whilst handling potentially infectious waste from bins.</i>	H	<i>Appropriate disposal facilities available for the safe containment and disposal of used PPE – in classroom areas and in First Aid.</i> <i>Use of disposable gloves and apron and double-bagging strategy to prevent contamination from waste tissues.</i>	15/06/20	L



<p>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><i>Child is symptomatic:</i></p>	H	Existing Risk Assessment for KW&VC provision enacted for all provision on-site.	On-going	L
			H	Covid isolation room: Small room off main reception. Room prepared for management of symptomatic patient	On-going	M
			H	Cleaning equipment and PPE present in this space to protect staff.	01/06/20	M
			H	Classroom will require deep clean after infection possibility identified.	As required	L
			H	Admin phone call to isolate whole bubble group – along with staff- until student is tested and given all clear.	As required	M
			H	Need to identify any siblings of the patient in school and Self-Isolate	As required	M



			<i>H</i>	<p><i>them at the same time as the patient.</i></p> <p><i>Whole bubble will isolate for 14 days should covid test be positive.</i></p>	<i>As required</i>	<i>M</i>
	Positive test confirmed within a bubble is confirmed.	<i>Potential closure of school and isolation of all staff and children.</i>	<i>H</i>	<p><i>The individual child / staff must self-isolate for 7 days from on-set of symptoms.</i></p> <p><i>Their household must Self-Isolate for 14 days.</i></p> <p><i>The whole bubble will self-isolate for 14 days</i></p> <p><i>The school should notify the local Health Protection Team at PHE on 0300 303 8162 who will carry out the contact tracing and provide advice and support.</i></p>	<i>As required</i>	<i>M</i>
Pupil Re-orientation	List of all critical worker parents up to date, including those who haven't yet taken up the offer of provision.	<i>All</i>	<i>H</i>	<i>SG, SENDCo and phase leads keeping up to date by feeding back to Deputy Principal.</i>	<i>15/06/20</i>	<i>L</i>



<i>back into school after a period of closure/ being at home</i>			<i>H</i>	<i>Refresher email containing registration Form re-issued and all Key Workers revisited in terms of potential call upon the provision</i>	<i>22/05/20</i>	<i>M</i>
	Changes to the school day/timetables shared with parents.	<i>All</i>	<i>H</i>	<i>Revised school start, finish and timetable times shared with staff and parents</i>	<i>18/06/20</i>	<i>L</i>
			<i>H</i>	<i>Revised school day protocols developed and shared with staff for new on-site provision.</i>	<i>05/06/20</i>	<i>L</i>
	All students instructed to bring a water bottle each day. Water fountains not in use or strict social distancing and cleaning arrangements in place.	<i>Sharing resources</i>	<i>H</i>	<i>No communal cups or jugs of water to be used.</i>	<i>15/06/20</i>	<i>L</i>
			<i>H</i>	<i>Students not allowed in communal spaces to fill up jugs or other communal drinking equipment.</i>	<i>15/06/20</i>	<i>L</i>
			<i>H</i>	<i>Children who have forgotten their bottle</i>	<i>15/06/20</i>	<i>L</i>



				<i>will be given a designated cup.</i>		
	<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>	<i>All</i>	<i>M</i>	<p><i>Changes to classrooms and teaching staff, along with new protocols shared with staff and students prior to re-entry to school</i></p> <p><i>Use of short films and photos to share with students.</i></p>	<i>15/06/2020</i>	<i>L</i>
	<p>Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.</p>	<i>All</i>	<i>M</i>	<p><i>SG support to staff and students to continues through the application of welfare checks.</i></p>	<i>15/06/2020</i>	<i>M</i>
	<p>Re-orientation support for school leavers is developed.</p>	<i>Year 6 and year 9</i>	<i>H</i>	<p><i>SLT and Phase Leads to provide guidance and support to teaching staff as transition plans are finalised.</i></p>	<i>15/06/2020</i>	<i>L</i>
Partial Re-opening	<p>All students have access to technology and remote learning offer.</p> <p>Blended approach between physical and remote learning</p>		<i>L</i>	<p><i>No change from previous guidance.</i></p>	<i>15/06/2020</i>	<i>L</i>



	developed, including support for those CYP who are shielding/ clinically vulnerable.					
	Intelligence around critical worker parents – numbers intending to take up provision is known.	<i>Increased numbers of critical worker children – means fewer children in eligible year groups can return</i>	<i>M</i>	<i>monitoring- no change from previous guidance. Reminders to parents in newsletters regularly.</i>	<i>15/06/2020</i>	<i>L</i>
Safeguarding	Risk assessments in place where appropriate for high needs students. Welfare checks required for students not attending school.	<i>Re-opening arrangements not reflected in risk assessment.</i>	<i>M</i>	<i>Review risk assessments for children to ensure they reflect any changes due to reopening arrangements for eligible year groups All students within the school are receiving welfare checks with the vulnerable CYPs receiving extra contact from SG team and SEND dept.</i>	<i>15/06/2020</i>	<i>L</i>
	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures		<i>H</i>	<i>Staff have received remote SG training. SG register is updated, and staff will be able to identify which students in their care require monitoring.</i>	<i>01/06/2020</i>	<i>L</i>



	Updated Child Protection Policy in place based on NSPCC health check. Policy also includes a COVID19 addendum.		H	<i>Adopted Temporary COVID19 Child Protection Policy</i>	<i>IN PLACE ALREADY. See Addendum</i>	L
	Work with other agencies has been undertaken to support vulnerable CYP and families.		H	<i>Through signposting and SG team support. Escalation paperwork is sent to EWO as required, remote CIN, ICPC and PEP meetings have been held and attended by school.</i>	<i>In place already.</i>	M
	Consideration given to the safe use of physical contact in context of managing behaviour.		H	<i>After review: We are leaving the guidance as is. Physical intervention should always be last resort.</i>	<i>15/06/2020</i>	M
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.	<i>Curriculum and learning outcomes may not be compatible with the revised teaching environment and risk assessment.</i>	H	<i>Deputy Head and Phase Leads to assist teachers with planning revised curriculum delivery for remainder of Term 6.</i>	<i>01/06/2020</i>	M
			M	<i>Initial study topics identified by SLT with emphasis on out-of-classroom activities where possible.</i>	<i>20/05/20</i>	L
			M		<i>03/06/20</i>	L



				<i>Teaching teams identified for bubbles and planning time allocated for developing teaching resources and plans.</i>		
	<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> <p>No Practical science will be delivered.</p>		<i>H</i>	<p><i>Initial study topics identified by SLT with emphasis on out-of-classroom activities where possible.</i></p> <p><i>Toys and games that require soft objects or soft furnishings will be halted</i></p>	<i>15/06/2020</i>	<i>M</i>
	<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 		<i>H</i>	<p><i>staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.</i></p> <p><i>Staff do not need to isolate from students but where possible should limit contact.</i></p>	<i>15/06/2020</i>	<i>M</i>



	Student behaviour policy reviewed and amended where necessary in line with the current circumstances.		<i>H</i>	<i>New Behaviour Framework (for partial reopening) is in place, the MIS is updated to fit within it and staff will receive training in behaviour management strategies and the policy itself.</i>	<i>03/06/2020</i>	<i>M</i>
CYP with SEND	Approach to provision of the elements of the EHCP including health/therapies.		<i>H</i>	<i>Interventions will be conducted only by teacher and LSA of class and will take place in bubble classroom or bubble designated zones, if possible.</i>	<i>15/06/2020</i>	<i>M</i>
	Annual reviews.		<i>H</i>	<i>Will take place remotely via video multi person conference.</i>	<i>15/06/2020</i>	<i>L</i>
	Requests for assessment.		<i>M</i>	<i>Information gathered from current evidence on file, parent and pupil views to be completed electronically by the parent and sent in. No additional assessments to be carried out by professionals or the SEND team in term 6.</i>	<i>15/06/2020</i>	<i>M</i>



	Support for High Need Students within bubbles		H	All EHCP children will have a phone call to the parent explaining the provision within the bubble, and which parts of the section F we will be able to deliver. The decision will then be made with the parent as to whether the child is as safe here as they would be at home. If they are then a risk assessment for each individual as needed will be completed in collaboration with the parent and teacher.	10/06/20 - phone calls 15/6/2020 - risk assessments	
Communication	Information shared with staff around the re-opening plan, returning to site, amendments to usual working patterns/practices and groups.	<i>Re-opening arrangements not reflected in risk assessment.</i>	H	SLT planned re-opening process and requirements.	20/05/20	L
			H	Re-opening Risk Assessment drawn up and signed off by SLT and SW Director.	15/06/20	L
			M	Initial staff CPD on re-opening Risk Assessment and	02/06/20	L



				<i>changes to practice in on-line CPD</i>		
	Re-opening plans shared with SW Director.	<i>Plans not sufficiently robust</i>	<i>M</i>	<i>SW Director involved throughout the process and required to sign-off plans before school can re-open.</i>	<i>15/06/20</i>	<i>L</i>
	Communications with parents: <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>Misunderstanding of arrangements in place for the return to school of students.</i>	<i>H</i>	<i>Initial outline plans for reopening shared with parents by school email – covers all aspects of grouping children and mitigating actions to minimise possible transmission issues.</i>	<i>22/05/20</i>	<i>L</i>
			<i>H</i>	<i>Agreed Risk Assessment plan to be published on website for all parents to access.</i>	<i>03/06/20</i>	<i>L</i>
			<i>M</i>	<i>Continuance of Remote Learning planned into the re-opening plan.</i>	<i>15/06/20</i>	<i>L</i>
	Pupil communications around: <ul style="list-style-type: none"> • Changes to timetable • Social distancing arrangements 	<i>Students concerns and apprehension will prevent successful transition into re-opening process.</i>	<i>H</i>	<i>Pupil information being prepared to communicate the structure and</i>	<i>10/06/20</i>	<i>L</i>



	<ul style="list-style-type: none">• Staggered start times• Expectations when in school and at home• Travelling to and from school safely			<p><i>expectations of returning to school.</i></p> <p><i>Short video and pictures showing which classrooms and staff will be supporting each of the bubbles.</i></p>	<p><i>10/06/20</i></p>	<p><i>L</i></p>
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