

COVID19: Re-opening Risk Assessment and Action Plan



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
- 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"> • Fire alarm testing • Repairs • 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</i>	<i>20/05/20</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.</i>	<i>22/05/20</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>26/05/20</i>	<i>L</i>
	Office spaces re-designed to allow office-based staff to work safely.	<i>Office does not allow for adequate space between</i>	<i>M</i>	<i>Determine with the catering staff / school meals service how left over frozen food should be dealt with and action as appropriate.</i>	<i>21/05/20</i>	<i>L</i>
				<i>Office staff desks repositioned. Staff</i>	<i>20/05/20</i>	<i>L</i>

		<i>staff members, no windows for ventilation.</i>		<i>working from home until necessary. Only essential cover on site.</i>		
	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>	<i>M</i>	<i>2-meter markers are present on floors. One way system in place to enter and exit the school. Signage in place.</i>	<i>26/05/20</i>	<i>L</i>
	Consideration given to premises lettings and approach in place.	<i>Canteen repurposed as a classroom. sufficient time for cleaning in between.</i>	<i>M</i>	<i>Posters and hand sanitisers implemented</i>	<i>20/05/20</i>	<i>L</i>
	Consideration given to the arrangements for any deliveries.	<i>Timings to be logged and reception area to be cleared.</i>		<i>Hand sanitisers to be present on entry and exit from the premises</i>	<i>ongoing</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> Consideration given to PEEP – buddies are assigned or	<i>Current evacuation routes would cause multiple groups of people to come into contact. More appropriate alternatives are possible.</i> <i>Staff needing to work from home are current PEEP buddies and so reassignment necessary.</i>	<i>M</i>	<i>Revised evacuation procedure and share with all staff and children.</i> <i>Buddy system updated staff to be notified.</i>	<i>L</i>	<i>L</i>

	<p>reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>			<i>Fire drill.</i>		
Cleaning and waste disposal	<p>Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non healthcare settings guidance.</u></p>	<i>M</i>		<p><i>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</i></p> <p><i>Hand towels and handwash are to be checked and replaced as needed by (insert name or job titles) and cleaning staff</i></p> <p><i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</i></p>	<i>M</i>	<i>M</i>

	<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>No hand sanitiser for visitors to reception.</i></p> <p><i>Classrooms do not have tissues.</i></p> <p><i>Low supply of soap.</i></p>	<p><i>M</i></p>	<p><i>Hand sanitiser available at the school entrance</i></p> <p><i>Lidded bins in classrooms</i></p> <p><i>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</i></p> <p><i>Stock check and ordering schedule reviewed and order made.</i></p>		<p><i>L</i></p>
	<p>Sufficient time is available for the enhanced cleaning regime to take place.</p>		<p><i>M</i></p>	<p><i>All staff advised on additional cleaning regime and given sufficient time</i></p>		<p><i>L</i></p>
	<p>Waste disposal process in place for potentially contaminated waste.</p>			<p><i>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</i></p> <p><i>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</i></p>		

Classrooms	<p>The number of staff and students that can use each room at any one time has been determined according to the physical capacity of the school site. NB: up to 15 per group.</p>	<i>M</i>		<p><i>Measure classrooms and other available rooms to assess capacity for staff and pupils:</i></p> <p><i>Classroom A: 4</i></p> <p><i>Classroom B: 2</i></p> <p><i>Temporary Classroom C: 3</i></p> <p><i>Downstairs: 5</i></p>	<i>M</i>	<i>M</i>
	<p>Classrooms have been re/arranged to allow as much space between individuals as practical.</p>	<i>M</i>				
	<p>Classroom entry and exit routes have been determined and appropriate signage in place.</p>	<i>M</i>				
	<p>Appropriate resources are available within all classrooms</p>					

	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].	<i>Inappropriate sized equipment for smaller children in Classroom B.</i>	L	<i>Move 10 smaller chairs from classroom A to B due to reception class halved over two classrooms.</i>	L
	Resources which are not easily washable or wipeable have been removed.	<i>Soft toys, cushions and beanbags in classroom B not easily washable.</i>	M	<i>Remove soft furnishings from classroom B.</i>	L
	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.	<i>No COVID19 information posters currently in place. Limited reminders/awareness for children.</i>	L	<i>e-Bug posters displayed:</i> <ul style="list-style-type: none"> • <u>Horrid hands</u> • <u>Super sneezes</u> • <u>Hand hygiene</u> • <u>Respiratory hygiene</u> • <u>Microbe mania</u> 	L
Staffing	Staffing numbers required for entire eligible cohort have been determined including support				

	<p>staff such as facilities, IT, midday and office/admin staff.</p> <p>Including at least one of the following:</p> <ul style="list-style-type: none"> • Paediatric First aider (where children under 3yrs) • Designated Safeguarding Lead (DSL) • SENCO • Office staff member 	<p><i>Paediatric First Aider on site daily and must advise if they can not work</i></p>	<p>H</p> <p>H</p>	<p><i>Staff audit re available to work on-site from 1st June</i></p> <p><i>Arrange Paediatric First Aid cover</i></p>	<p><i>20/05/20</i></p> <p><i>25/05/20</i></p>	<p><i>M</i></p> <p><i>L</i></p>
	<p>Approach to staff absence reporting and recording in place. All staff aware.</p>	<p><i>Staff to be advised by staff pages and by team meetings</i></p>	<p>L</p>	<p><i>Dates to be logged of Team Meetings</i></p>	<p><i>continuous</i></p>	<p><i>L</i></p>
	<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>	<p><i>Home learning risk assessment to be completed by all staff</i></p>	<p>L</p>	<p><i>SLT to advise and promote appropriate home learning structures and assist where needed with equipment and support</i></p>	<p><i>Continuous as need may change</i></p>	<p><i>L</i></p>
	<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>	<p><i>SLT to negotiate response to sickness and timetable staff with additional cover</i></p>	<p>L</p>	<p><i>Staff to inform SLT at the first point of recognised sickness.</i></p>	<p><i>Continuous as need may change</i></p>	<p><i>L</i></p>

	<p>Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable (e.g. no ties).</p>	<p><i>Clothing has been purchased and distributed</i></p>	<p><i>L</i></p>	<p><i>T Shirts have been designed and purchased</i></p>	<p><i>ongoing</i></p>	<p><i>L</i></p>
	<p>Approaches for meetings and staff training in place.</p>	<p><i>Meetings to be held through online portals information to be shared through the COVID 19 updates</i></p>	<p><i>L</i></p>	<p><i>All DFE and LEA advice to be shared with staff</i></p>	<p><i>ongoing</i></p>	<p><i>L</i></p>
	<p>Consideration given to staffing roles and responsibilities with regards to the continued remote provision alongside in-school provision.</p>	<p><i>Staffing duties to be timetabled by SLT</i></p>	<p><i>L</i></p>	<p><i>Staff to be involved in consultation</i></p>	<p><i>ongoing</i></p>	<p><i>L</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>	<p><i>L</i></p>	<p><i>staff to be consulted</i></p>	<p><i>Ongoing and continuously reviewed</i></p>	<p><i>L</i></p>
	<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>CDP and supervision to continue remotely</i></p>	<p><i>M</i></p>	<p><i>Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service</i></p>		<p><i>M</i></p>

				<i>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements</i>		
Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.	<i>Staff are to be made aware if the ability to be tested and how.</i>	L	<i>Staff updated through COVID 19 reporting page</i>	<i>ongoing</i>		L
The approach for inducting new starters has been reviewed and updated in line with current situation.	<i>No new staff at the present time</i>					
Return to school procedures are clear for all staff.	<i>All staff to be consulted and updated accordingly using meetings and reporting</i>	L	<i>SLT to consult all staff</i>	<i>Under constant review</i>		L
Arrangements to return any furloughed staff in place.	<i>No staff are currently furloughed</i>	L		<i>Under constant review</i>		L
Any staff contracts that need to be issued, extended or amended considering the current situation have been.	<i>SLT to monitor and advise staff where appropriate</i>	L				
Contractors						
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	<i>No contractors on site at the present time</i>	L	<i>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</i>	<i>Ongoing</i>		L

	assessment carried out by the Contractor.					
	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>No current plans for external visitors to enter the site</i>	<i>L</i>	<i>Mentoring via Zoom or Teams. Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.</i>	<i>Ongoing and under constant review</i>	<i>L</i>
Group Sizes	Class groups have been determined on the basis of small, consistent groups, that can remain separate from other people and groups. NB: Up to 15 pupils in any one group.	<i>Class groups have been reviewed and staff to be made aware</i>	<i>M</i>	<i>Grouping to be monitored and altered if they present and issue. Staff to communicate issues with SLT</i>	<i>Ongoing and under constant review</i>	<i>M</i>
	Vulnerable and critical worker group sizes determined. NB: with peers where possible.	<i>AS ABOVE</i>	<i>M</i>	<i>AS ABOVE</i>	<i>Ongoing and under constant review</i>	<i>M</i>
	Staffing allocations to groups determined, including consistency and any solutions to insufficient staffing numbers.	<i>SLT to monitoring appropriate staffing levels to maintain consistency for all students</i>	<i>M</i>	<i>SLT to be notified of all staff absences so staffing can be negotiated</i>	<i>Ongoing and under constant review</i>	<i>M</i>

Social Distancing	<p>Arrangements for social distancing in place to consider:</p> <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 	<p><i>Signs are in place and distancing signs are appropriately on display. Staff are to monitor and address any concerns through the appropriate channels</i></p>	L	<p><i>SLT to be addressed with any concerns</i></p>	<p><i>Ongoing and under constant review</i></p>	L
	<p>Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.</p>	<p><i>Information has been shared with all via phone, email and letter.</i></p>	M	<p><i>Staff to be mindful of traffic during access and egress of the site Students will be timetabled for arrival</i></p>	<p><i>Ongoing and will be under daily review</i></p>	M
	<p>Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.</p>	<p><i>Students will be aware of the procedures and will be supported by staff</i></p>	M	<p><i>On arrival, students move straight to "Learning room" and sit at named table and wait for rest of class to arrive/class to begin.</i></p>	<p><i>Ongoing students to be reminded of expectations and guidance</i></p>	M
	<p>Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.</p>	<p><i>Staff to be advised to continuously guide students verbally and by visual aids to socially distance and keep to the guidelines.</i></p>	H	<p><i>Handwashing and cleaning (if needed)</i></p> <p><i>Conversations with parents</i></p>	<p><i>Students may forget, become anxious, or a situation arises that they are unable to cope with. Staff to be</i></p>	H

				<i>Risks assessments and individualised approach in place for students who might struggle to follow expectations</i>	<i>aware of students emotions</i>	
	Approach to assemblies – if still occurring, plan in place to manage social distancing.	<i>To be monitored and adapted to smaller group session for praise and reward. Staff to ensure that home learning students are to be able to access these session also.</i>	<i>M</i>	<i>Risk assessments to be updated regarding groups and monitored to support smaller sessions with Virtual platforms</i>	<i>Ongoing, to be monitored</i>	<i>M</i>
	Social distancing plans communicated with parents, including approach to breaches.	<i>Letters to be sent home or communicated in the preferred manner</i>	<i>L</i>	<i>Staff to be mindful and to relay information</i>	<i>Ongoing</i>	<i>L</i>
Catering	Arrangements in place to provide food to students on site, including the requirement of universal free school meals.	<i>School kitchen to be cleaned following the new COVID -19 procedures</i>	<i>M</i>	<i>Liaise with catering team re availability to work.</i> <i>Liaise with neighbouring schools</i>	<i>Staff to remind students of the new guidance in this area and to limit contamination during lunch periods</i>	<i>M</i>

			<i>H</i>	<i>regarding meals as and where needed</i> <i>Redeployment of other members of staff.</i>		<i>L</i>
	Arrangements for the continued provision of FSMs for children not attending school are in place.	<i>Meal vouchers and hampers to continue for those not accessing school</i>	<i>L</i>	<i>Staff to communicate with each family to find the best route to deliver FSM</i>	<i>Ongoing</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>Staff to work closely with students groups and monitor and adapt to need</i>	<i>L</i>	Lunch sitting A time: 12.15- 1.00 location: Canteen Lunch sitting B time: 12.30 - 1.15 location: Downstairs	<i>Ongoing</i>	<i>L</i>
	Arrangements for food deliveries in place	<i>Navigation of deliveries as above. Routes to be cleared and staff to be advised as to when deliveries are expected</i>	<i>L</i>	Deliveries to be recorded in the google diary so all staff are aware	<i>Ongoing</i>	<i>L</i>
PPE	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	<i>PPE is provided and will be accessible to all students, staff, and visitors where required</i>	<i>L</i>	Staff to be aware and stocks to be monitored	<i>Ongoing</i>	<i>L</i>

Response to suspected/ confirmed case of COVID19 in school	<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 	<i>Staff to follow COVID – 19 procedures on reporting a suspected case</i>	<i>H</i>	Staff to follow guidance and updates shared and to advise SLT as soon as possible. Updates are to be shared in the COVID – 19s taff area	<i>Ongoing</i>	H
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> • Approach to relocating studnets away from certain parts of the school to clean, if possible • Cleaning procedure in place • Arrangements for informing parent community in place 	<i>Staff to be aware and follow deep cleaning regime for COVID -19 outside service provider to be contacted and procedures to be followed</i>	<i>H</i>	As above	<i>As and when appropriate to implement</i>	<i>H</i>

<p style="text-align: center;">Pupil Re-orientation</p> <p><i>back into school after a period of closure/ being at home</i></p>	List of all critical worker parents up to date, including those who haven't yet taken up the offer of provision.					
	Approach and expectations around student clothing determined and communicated with parents.	<i>T- shirts will be available to all students on request . Communications with parents/ carers have been held where necessary to ensure they understand the importance of washing students clothes and their foot wear</i>	<i>L</i>	Staff to reinforce the information with students and parents/ carers as and when and to follow guidelines	<i>Ongoing</i>	<i>L</i>
	Changes to the school day/timetables shared with parents.	<i>Communications with Commissioners and parents / carers</i>	<i>L</i>	Concerns to be raised to SLT	<i>Ongoing</i>	<i>L</i>
	All students instructed to bring a water bottle each day. Taps will only be used following strict social distancing and cleaning arrangements in place.	<i>As Above</i>	<i>L</i>	Concerns to be raised with SLT	<i>Ongoing</i>	<i>L</i>
	Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.	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.	<i>L</i>	Parental and students questions and concerns to be answered and staff to be aware of the reorganisation of student structures	<i>Ongoing</i>	<i>L</i>
	Approach to supporting wellbeing, mental health and	<i>CBT counsellors to be on sit and sessions to be fed into daily routines</i>	<i>L</i>	Staff to be timetabled effectively	<i>Ongoing</i>	<i>L</i>

	resilience, including bereavement support is in place.			Educational psychologists to be sign posted where appropriate		
	Re-orientation support for school leavers is developed.	<i>School leavers to be timetabled into for face – face session prior to the end of their school time</i>	<i>L</i>	To be monitored and timetabled by SLT	<i>Monitored as and when</i>	<i>L</i>
	Consideration of the impact of COVID19 on families and whether any additional support may be required: <ul style="list-style-type: none"> • Financial • Increased FSM eligibility • Referrals to social care and other support • vulnerable groups 	<i>School staff to offer continued support to all families and to adapt and alter support to each individual need</i>	<i>L</i>	Staff training where needed and signposting to external recourses	<i>CPD to be ongoing and sign postings to be shared with all staff</i>	<i>L</i>
Partial Re-opening	All students have access to technology and remote learning offer. Blended approach between physical and remote learning developed, including support for those students who are shielding/ clinically vulnerable.	<i>All students have been offered tablets to access home learning portals. All students have also been offered physical home learning acks which have been posted out with pre paid return envelopes.</i>	<i>L</i>	Communication with parents / carers to be effective and information / support to be shared with SLT	<i>Ongoing</i>	<i>L</i>
	Intelligence around critical worker parents – numbers	<i>Increased numbers of critical worker children – means</i>	<i>M</i>	Timetabling to be effective and if there is	<i>To be reviewed if students</i>	<i>M</i>

	intending to take up provision is known.	<i>fewer children in eligible year groups can return</i>		a strong student increase Bridge street is to be opened up	<i>accessing increases</i>	
Transition into new year group What will need to be different this year because of COVID19?	Online/ website support for families and young people around transition.	<i>Signposting for all students to be placed on web site. Communications with parents / carers to be effective and answers found if not known</i>	<i>L</i>	Staff to be mindful of the anxieties of transitioning especially during COVID - 19	<i>To be monitored by staff member completing safe and well check</i>	<i>L</i>
	Plan for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face: <ul style="list-style-type: none"> • Primary to Secondary • Vulnerable children • Children with SEND • Physical and sensory needs, including adaptations, equipment etc (lead in times) • Post 16 • School Leavers 	<i>Face to face sessions and virtual meetings to take place to ensure safety and wellbeing and all questions have been answered prior to any child moving across to a new provision and / or year</i>	<i>L</i>	As above	<i>As above</i>	<i>L</i>
Safeguarding	Individual Student's risk assessments are in place and welfare checks being undertaken.	<i>Re-opening arrangements not reflected in risk assessment.</i>	<i>M</i>	<i>Review risk assessments for children to ensure they</i>		<i>M</i>

				<i>reflect any changes due to reopening arrangements for eligible year groups</i>		
	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	<i>Staff to complete CPD</i>	<i>L</i>	<i>Staff refresher training session on processes and procedures and the revised wellbeing material.</i>	<i>Ongoing and monitored on staff CPD records</i>	<i>L</i>
	Updated Child Protection Policy in place.	<i>Policies have been updated to reflect the change and are available in the COVID-19 portal</i>	<i>M</i>	<i>Adopted Temporary COVID19 Child Protection Policy</i>	<i>Staff advised of updates</i>	<i>M</i>
	Work with other agencies has been undertaken to support vulnerable Students and families.	<i>Work has been continued where possible via online portals and has been monitored by GA staff</i>	<i>L</i>	Staff to be aware of external support and were additional support has been added	<i>Staff advised of updates</i>	<i>M</i>
	Consideration given to the safe use of physical contact in context of managing behaviour.	<i>Staff to be aware of physically interacting with students and the impact of following the guidance students to be given verbal prompts continuously and communications with parents/ carers and commissioners to be thorough and also documented accordingly.</i>	<i>H</i>	<i>Review individual consistent management plans to ensure they include protective measures.</i>	<i>Staff to be advised of updates</i>	<i>H</i>
	Current learning plans, revised expectations and required	<i>Staff to be aware of the restrictions in resources</i>	<i>M</i>	Alternative to be sort to support learning	<i>SLT to assist with the development</i>	<i>M</i>

Curriculum / learning environment	adjustments have been considered.	<i>when devising lesson plans and act accordingly</i>			<i>of appropriate learning</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> <ul style="list-style-type: none"> • PE • Practical science lessons • DT/ FT 	<p><i>No sessions that distancing can not be maintained should take place. Lessons should not require the use of a multitude of recourses</i></p>	<i>M</i>	As above	<i>As above</i>	<i>M</i>
	<p>Whole school approach to adapting curriculum, including:</p> <ul style="list-style-type: none"> • Wellbeing curriculum • recognising 'non-curriculum' learning that has been done • capturing pupil achievements/ outcomes 	<p><i>Staff to be resourceful in documenting and recording outcomes and will be assisted to develop a system that depicts all achievements.</i></p>	<i>L</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>SLT to support all staff</i></p>	<i>L</i>
	<p>Student behaviour policy reviewed and amended where necessary in line with the current circumstances.</p>	<p><i>Behaviour policy to be amended by SLT</i></p>	<i>H</i>	<p><i>All staff to follow new procedure and report and record any instances of foul play to the relevant people</i></p>	<p><i>SLT to support staff to implement the policy and give direction ongoing</i></p>	<i>H</i>

Students with SEND	Approach to provision of the elements of the EHCP including health/therapies.	<i>To be taken via virtual means or telephone call wherever appropriate</i>	<i>L</i>	<i>To be monitored and procedure to be followed</i>		<i>L</i>
	Annual reviews.	<i>To be taken via virtual means or telephone call wherever appropriate</i>	<i>L</i>	<i>As above</i>		<i>L</i>
	Requests for assessment.	<i>To be fulfilled as normal where ever possible</i>	<i>L</i>	<i>As above</i>		<i>L</i>
Attendance	Approach to supporting attendance for prioritised year groups determined.	<i>Attendance to be recorded as normal taking into account the new protocols</i>	<i>L</i>	<i>The attendance lead to monitor and react accordingly</i>	<i>Ongoing</i>	<i>L</i>
	Approach to support for parents where rates of persistent absence were high before closure.	<i>Safe and well checks to be carried out and engagement monitored and recorded</i>	<i>L</i>	<i>Commissioners and referring school to be liaised with where appropriate</i>	<i>Ongoing</i>	<i>L</i>
Communication	Information shared with staff around the re-opening plan, returning to site, amendments to	<i>Staff to make sure that communications are effective and consistent</i>	<i>L</i>	<i>All staff to be aware of updates and follow them and to refer all questions onto SLT</i>	<i>Ongoing</i>	<i>L</i>

	usual working patterns/practices and groups.					
	Re-opening plans shared with committee.					
	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>As above</i>	<i>L</i>	<i>Letters, website updates, social media</i>	<i>SLT to monitor On-going regular communication plans determined to ensure parents are kept well-informed</i>	<i>L</i>
	Pupil communications around: <ul style="list-style-type: none"> Changes to timetable Social distancing arrangements Staggered start times Expectations when in school and at home Travelling to and from school safely 	<i>As Above</i>	<i>L</i>	<i>Letters, website updates, social media</i>	<i>On-going regular communication plans determined to ensure parents are kept well-informed As above</i>	<i>L</i>
Committee/ Governance	Meetings and decisions that need to be taken prioritised.	<i>To be arranged with 14 days notice</i>	<i>L</i>	<i>Virtual Committee meetings</i>	<i>Committee to be addressed and notified of all changes</i>	<i>L</i>
	Committee members are clear on their role in the planning and re-opening of the school, including support to leaders.	<i>Committee members are to access the school when it is safe to do so and if unable they are to use video</i>	<i>L</i>	<i>Virtual Committee meetings</i>	<i>As above</i>	<i>L</i>

	Approach to communication between Leaders and governors is clear and understood.	<i>conferencing to actively carry out their duties</i>				
	Certain aspects of governance are on-hold in order to deal with the immediate situation, these are agreed and clear with all members and there is a plan for when these will be reviewed and potentially reinstated.	<i>Plans communicated with members and diary dated</i>	<i>L</i>	<i>Virtual Committee meetings</i>	<i>As above</i>	<i>L</i>
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.	All school events have been cancelled				
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.	<i>All additional costs have been documented in the school accounts</i>	<i>L</i>	<i>Accountants to be notified of all additional costs</i>	<i>Accounts to be monitored by service provider</i>	<i>L</i>
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM	<i>Claims where possible have been resubmitted</i>	<i>L</i>	<i>Accountants to be made aware and have been given authority to act accordingly.</i>	<i>Accounts to be monitored by service provider</i>	<i>L</i>

	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.					
	Insurance claims, including visits/trips booked previously.	<i>Insurance to be checked and verified and altered where appropriate</i>	<i>L</i>	<i>As above</i>	<i>All claims to be reviewed and acted upon accordingly</i>	<i>L</i>