

COVID19: Full Opening Risk Assessment and Action Plan

SCHOOL NAME: HOWBRIDGE CE JUNIOR SCHOOL

OWNER: LISA DALE

DATE: 1ST SEPTEMBER 2020 UPDATED AS PER APPENDIX 1 AND JANUARY 2021

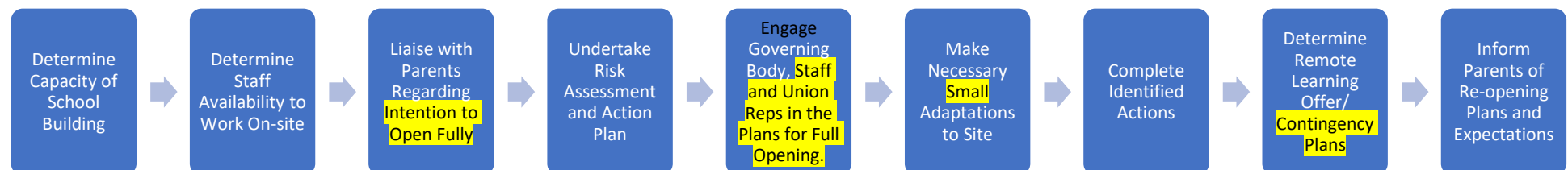
Purpose of this document:

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 to respond to restricted attendance at the school during the latest national lockdown period (from January 2021) 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 (Jan '21) – to cover lockdown
- CYP Response Plan (Jan '21)
- 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:



Risk Assessment/ Action Plan Sections:

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

| Theme | Control Measures | Risk to Implementation | Risk Level Pre-Action | Action Required / Decision Made | Action Completed Date | Risk Level Post-Action |
|---|---|--|-----------------------|---|-------------------------------|------------------------|
| Engagement in Risk Assessment and Planning | Risk assessment process fully engages staff, governing body and union representatives. | | | Statement re Risk Assessment published on website | | |
| 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 | Site Manager is unavailable | <i>H</i> | Other members of site team will share the role. Urgent H & S tasks will be sourced externally. | <i>ED</i> | <i>L</i> |
| | | External contractors not available | <i>H</i> | Source alternative contractors for essential work. | <i>ED</i> | <i>L</i> |
| | | Little-used outlets created due to lower use during lockdown | <i>H</i> | Site Manager to flush all little-used outlets and record | <i>ED</i> <i>Site team</i> | <i>L</i> |
| | | Site has been closed for prolonged period | <i>M</i> | Carry out a formal / recorded full pre-opening premises inspection. | <i>ED</i> <i>Site team</i> | <i>L</i> |
| | | Food remains in the freezer | <i>M</i> | Determine with the catering staff how left-over frozen food should be dealt with and action as appropriate. | <i>PR</i> | <i>L</i> |

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| | Office spaces re-designed to allow office-based staff to work safely. | Office staff can work at a safe distance but other staff members going into the office need reminding about social distancing. | <i>M</i> | <p>Good ventilation available (windows surround the office). Air conditioning can also be used.</p> <p>https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm?utm_source=22%20October%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19</p> <p>Separation from external visitors good. Only 1 visitor at a time allowed in entrance. Queueing outside office.</p> <p>Upstairs offices have ventilation and space to allow social distancing or working alone in a room.</p> | <i>LD</i> <i>Office Staff</i> <i>Other staff</i> | <i>L</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. | Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained. | <i>H</i> | <p>Specific gates and entrances given to groups for drop-off and pick-up. Parents/pupils given clear instructions.</p> <p><i>Patio Area:</i></p> | <i>SLT</i> <i>1.9.2020</i> | <i>M</i> |

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| | | | | <p><i>Children to be brought to the site from 8.30-8.55am. No one to wait on the patio.</i></p> <p>Staggered pick-up times.</p> <p><i>Patio Area:</i> Years 3 and 4 will exit at 3.05pm Year 5 will exit at 3.15pm and Year 6 at 3.20pm Signage in place. Parents to wear masks on the patio and when talking to staff at gates.</p> | 24.9.2020 | |
| | Consideration given to premises lettings and approach in place. | Hall cannot be let with sufficient time for cleaning for next morning. Increased risk of infection with increased number of visitors to premises. | M | <p>No lettings for the remainder of the autumn term or in conjunction with requests and appropriate risk assessments in place.</p> <p>To be reviewed during autumn term in readiness for spring.</p> <p>Spring review – third lockdown. No lettings until further notice.</p> | 9.7.2020 | L |
| | Consideration given to the arrangements for any deliveries. | Delivery staff on premises increases risk of infection. | M | Deliveries to be left at reception / kitchen door. | 18.5.2020 | L |

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| | | | | <p>No delivery staff allowed on premises. Communicated to office and catering staff.</p> <p>Deliveries of water or heavy goods requiring a trolley will be brought into the building and stored in the hall. In this instance, the doors will be propped open temporarily and hand sanitizer will be used.</p> | 9.7.2020 | |
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| Emergency Evacuations | <p>Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i></p> <p>Consideration given to PEEP – buddies are assigned or reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in</p> | <p>Evacuation routes would cause multiple groups/bubbles of people to come into contact. More appropriate alternatives are possible.</p> <p>Staff needing to work from home are current PEEP buddies and so reassignment necessary.</p> | M | <p>Revised evacuation procedure and share with all staff and children.</p> <p>Guidance states that groups passing in corridors briefly is low risk.</p> <p>No current staff or pupils requires PEEP.</p> <p>Fire drill.</p> | L 9.7.2020 | |

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| | the case of reduced numbers of staff. | Insufficient trained fire marshals on site | | Fire Marshall training booked in. All staff fully aware of evacuation procedure. | | |
| Cleaning and waste disposal | <p>Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.</p> <p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Hand towels and handwash are to be checked and replaced as needed by cleaning staff</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p> <p>Cleaning procedures in place and communicated to cleaning staff.</p> | Enhanced cleaning tasks not carried out by staff or procedures not followed. | <i>H</i> | <p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Hand towels and handwash are to be checked and replaced as needed by caretaker and cleaning staff</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p> | <i>LD ED/Site team</i> | <i>L</i> |
| | Cleaning staff capacity is adequate to enable enhanced cleaning regime. | Staff capacity reduced due to illness / self-isolation | <i>M</i> | Re-assign or call in existing staff Source supply staff as necessary | <i>LD/ED</i> | <i>L</i> |

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| | <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.</p> <p>Low supply of soap, sanitiser and other cleaning products.</p> | <p><i>M</i></p> | <p>Hand sanitiser available at the school entrance</p> <p>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</p> <p>Lidded bins in classrooms</p> <p>Stock check and ordering schedule reviewed and order made.</p> <p>Use made of Vine supply partners/central ordering.</p> | <p><i>Site Team ED/LD</i></p> | <p><i>L</i></p> |
| | <p>Sufficient time is available for the enhanced cleaning regime to take place.</p> | <p>Site staff unable to commence cleaning due to children/staff on site.</p> | <p><i>M</i></p> | <p>All staff advised to leave the site by 5 pm in order for cleaning to be undertaken.</p> <p>Area used by HOOSH cleaned before school and when HOOSH finishes at start of day.</p> <p>Cleaner needed on Thurs lunchtimes to clean IT suite between bubbles.</p> | <p><i>LD</i></p> | <p><i>L</i></p> |

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| | Waste disposal process in place for potentially contaminated waste. | Low / inadequate supply of waste bags | <i>M</i> | <p>Regular stock check and ordering schedule reviewed and order made.</p> <p>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</p> <p>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</p> | <i>ED Site Team</i> | <i>L</i> |
| | Process in place for safe removal and/or disposal of face masks. | Staff and children unaware of procedure to follow. | <i>H</i> | <p>Putting PPE on: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878677/PHE_11606_Putting_on_PPE_062_revised_8_April.pdf</p> <p>Taking PPE off: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878678/PHE_11606_Taking_off_PPE_064_revised_8_April.pdf</p> | <i>LD 9.7.2020</i> | <i>M</i> |

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| | | | | <p>Posters up around school: COVID Room, first aid room, near office, staff room</p> <p>New posters up 8.9.2020</p> <p>Communicate procedures to staff when sharing risk assessment and remind regularly.</p> | | |
| Classrooms have been re/arranged to allow as much space between individuals as practical. | | Pupils are not able to social distance | H | <p>Tables will be set in rows with all children facing the front.</p> <p>Bubbles will be able to stay socially distant from each other.</p> <p>Non-essential items removed from classrooms to maximise space</p> <p>Area designated for visitors to classrooms. These are 2m away from children/staff and visitors to wear a mask to get to the designated space.</p> | LD SLT | M |
| Classroom entry and exit routes have been determined and appropriate signage in place. | | | M | Indoor signage indicates route around school and | LD SLT | L |

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| | | | | <p>in/out of classrooms if necessary.</p> <p>All except one classroom have access directly to outside paths. Staff and pupils told to use these wherever possible.</p> <p>Classroom without direct outside access. Timings will be given to relevant classes for movement around school. Access via the IT suite will not be permitted. For outside access use hall doors.</p> | | |
| | <p>Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: <i>sharing of equipment should be limited to the bubble</i>. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].</p> <p><i>Non-essential equipment or resources which are not easily washable or wipeable have been removed.</i></p> | <p>Soft toys, cushions and beanbags in classroom B not easily washable.</p> <p>No COVID19 information posters currently in place.</p> | <i>H</i> | <p>Resources shared within bubbles to be regularly cleaned e.g. music or PE equipment will be disinfected after use.</p> <p>Music curriculum adapted.</p> <p>Resources shared across bubbles will be completely cleaned and time given in between uses e.g. Timetabling of IT suite</p> | <p><i>LD</i> <i>SLT</i> <i>Subject Lead</i> <i>Office Staff</i></p> <p><i>ED</i> <i>Site Team</i></p> | <i>M</i> |

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| | | | | <p>outside space at safe distance.</p> <p>Outdoor equipment that can't be cleaned to be out of use.</p> <p>Each bubble given a set of outdoor equipment to use which will be cleaned weekly.</p> <p>Timetabling allows all bubbles time outside.</p> | | |
| | Suitable ventilation is in place for classrooms | <p><i>Windows and doors cannot be left open throughout the winter and when the heating is on.</i></p> | M | <p><i>Keep windows and external doors open when possible.</i></p> <p><i>If too cold to have external windows/doors open, close when needed.</i></p> <p><i>Open doors/windows when people not in the room to allow air to circulate.</i></p> <p><i>Open windows slightly.</i></p> <p><i>Staff aware of the need for ventilation therefore to dress accordingly.</i></p> | LD | L |

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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>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 • Caretaker/site member • Office staff member | <p>Insufficient staffing levels</p> <p>Staff not available to fulfil key roles e.g. DSL.</p> | <i>H</i> | <p>All staff can return to work on site from September as shielding paused.</p> <p>Individual risk assessments in place for some as needed (see below).</p> <p>If self-isolating, the DSL and Deputy DSL can work remotely.</p> <p>All teaching and office staff can work remotely.</p> <p>For site team see above.</p> | <i>10.7.2020</i> | <i>L</i> |
| | <p>Approach to staff absence reporting and recording in place. All staff aware.</p> | <p>Staff not aware of responsibilities</p> | <i>M</i> | <p>Staff made aware during INSET in July and at the start of the year as to the procedures for letting SLT know if absent and why.</p> <p>Staff engaged with Test and Trace process.</p> <p>https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus</p> | <i>10.7.2020</i> | <i>L</i> |

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| | | | | Office staff aware of recording absence procedures and what to do if the absence is COVID related. | | |
| | 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. | A number of staff were shielding and may be concerned about returning. Some staff not able to fulfil their usual duties. | <i>H</i> | Risk assessments carried out and actions taken to minimise risk. This may mean altering certain duties and roles. | <i>01/08/20</i> | <i>M</i> |
| | 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. | Insufficient teaching staff available | <i>M</i> | Re-deploy staff if/where possible. Regular informal reviews of staffing wellbeing. Follow Government guidance on sickness related to Covid-19 symptoms or confirmed case https://www.gov.uk/apply-coronavirus-test-essential-workers https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance | <i>10.7.2020</i> | <i>L</i> |

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| | | | | <p>Consider supply staff under strict safety conditions</p> <p>Consider TAs and HLTAs covering classes and put a plan in place for this</p> | | |
| Consideration given to staff clothing expectations and information shared with staff. | | Concerns over code of conduct and expectations around clothing | <i>M</i> | <p>Latest guidance states that clothes do not have to be washed more regularly than usual.</p> <p>SLT understand that staff may want to wash clothes more often and permit wearing of school PE tops and kit as per the children. (Staff and children permitted to come into school wearing PE kit on PE days).</p> | <i>10.7.2020</i> | <i>L</i> |
| Approaches for meetings and staff training in place. | | Meeting on site meaning safety measures cannot be adhered to. | <i>H</i> | <p>Meetings to take place remotely wherever possible and if on site, maintaining social distancing.</p> <p>Where meetings take place on site, they must adhere to safety guidelines:</p> <ul style="list-style-type: none"> • Stay 2m apart | | <i>L</i> |

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| | | | | <ul style="list-style-type: none"> Well ventilated room Not sat facing each other Room needs to be cleaned before and after use Hands washed before and after meeting Face coverings to be worn if can't be 2m away from all others. | | |
| | Staffing roles and responsibilities with regards to the contingency of remote provision alongside in-school provision agreed and communicated. | In the event of a local lockdown, education cannot continue. | M | <p>Google Classroom in place and being used effectively.</p> <p>Plans in place for teaching and learning to continue in event of site closure. (INSET days in July)</p> <p>Pupils needing to self-isolate will have access to the remote offer immediately.</p> <p>DfE Laptops set up and distributed according to need from parent survey done in autumn term.</p> | <p>10.7.2020</p> <p>23.9.2020</p> <p>4.1.2021</p> | L |

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| | <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>Insufficient staffing to fulfil all roles means redeployment.</p> | <p>M</p> | <p>If redeployment is necessary, SLT will ensure staff know their responsibilities with regard to their new role.</p> <p>SLT to provide ongoing support.</p> | <p>10.7.2020</p> | <p>L</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>M</p> | <p>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</p> <p>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements</p> <p>The Vine Trust have given school access to resources and support in this area.</p> <p>We have a Pastoral Support Officer who can work with staff as well as families.</p> | <p>10.7.2020</p> | <p>L</p> |

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| | <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>Those ill with symptoms should access testing to confirm COVID-19.</p> | <p>M</p> | <p>From 24/4/2020 essential workers can refer themselves directly via the government website if they are displaying symptoms.</p> <p>Home testing kits are only to be given to symptomatic pupils and staff if they display symptoms at school.</p> <p>The kits should only be given to those people we feel would not access a test otherwise.</p> <p>Ongoing updates given</p> | <p>10.7.2020</p> <p>21.9.2020</p> | <p>L</p> |
| | <p>The approach for inducting new starters has been reviewed and updated in line with current situation.</p> | <p>Children in any group may need to start with very short notice.</p> | <p>L</p> | <p>Induction will take place with a member of staff so the child knows expectations.</p> <p>Parents will receive all information needed.</p> | <p>10.7.2020</p> | <p>L</p> |
| | <p>Return to school procedures are clear for all staff.</p> | <p>Staff not yet able to attend school are not fully aware of new procedures and arrangements</p> | <p>M</p> | <p>INSET days in July will go over essential information with staff.</p> | <p>10.7.2020</p> | <p>L</p> |

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| | | | | Those not attending will be part of a remote meeting. Reminders about procedures and arrangements given in Sept. | | |
| Arrangements to return any furloughed staff in place. | <i>N/A</i> | | | <i>N/A</i> | | |
| Any staff contracts that need to be issued, extended or amended considering the current situation have been. | <i>N/A</i> | | | <i>N/A</i> | | |
| Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved. | <i>N/A</i> | | | <i>N/A</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. | Visitors to school not being aware of our strict safety procedures. | <i>M</i> | | Check with the contractor any requirements their employer has specified before visit. Share school protocols. Keep visitors to essential only. | <i>10.7.2020</i> | <i>L</i> |
| Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, | Visitors to school not being aware of our strict safety procedures. | <i>M</i> | | Music lessons via Zoom or Teams. If on site: | <i>10.7.2020</i> | <i>L</i> |

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| | forest school leaders. Protocols and expectations shared. | | | <p>Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.</p> <p>No piano lessons Guitar lessons: Maintain 2m distance at all times. Where not possible, a mask must be worn by staff. Pupil's own guitar used only by pupil. Areas touched need to be cleaned in-between pupils from different bubbles. Regular hand-washing</p> <p>Timetabling to match bubbles.</p> | 9.9.2020 | |
| Group Sizes | All children are included in distinct groups/ 'bubbles' that do not mix and the number of children in each bubble is as small as possible. | In 3 form entry primary school, toilet block shared by multiple classes. | <i>H</i> | <p>Bubble set at the size of three classes/ year group.</p> <p>Bubbles will share resources with increased cleaning.</p> | <i>M</i> | <i>01/08/20</i> |

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| | | | | <p>Resources not shared between bubbles with sufficient timing and cleaning.</p> <p>Year 5 and 6 toilets:</p> <p>Supervised queuing system in place for lunchtime use. Only to be used by Years 5 & 6 (and 4W).</p> <p>Additional toilets used over lunchtime for Years 3 and 4: Own classrooms to be used and only permitted with a peg.</p> <p>Toilets during lesson time for years 5 and 6: Supervised and coordinated.</p> <p>These toilets are not in use (unless in an emergency) between 11.30-11.45am to allow for cleaning.</p> | | |
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| | Staffing allocations to groups determined, minimising contact with multiple groups as much as possible. | <p>As time goes on, sickness means insufficient staffing for pupil numbers.</p> <p>Delivery of a 'catch-up' curriculum means staff working across bubbles.</p> | <i>M</i> | <p>Re-deploy staff if necessary. <i>See above.</i></p> <p>LSAs working within bubbles.</p> <p>Timetabling minimises staff working across bubbles whilst still allowing PPA time.</p> <p>Where they are LSAs needing to work across bubbles, sufficient measures are in place e.g. timetabling and hygiene.</p> | <i>10.7.2020</i> | <i>L</i> |
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| 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) without reducing teaching time Staggered or limited amounts of moving around the school/ corridors Classroom design | | <i>H</i> | <p>Year 5 and 6 toilets see above.</p> <p>Hall No assemblies in the hall where more than one bubble needs to use the space. Rota in place.</p> <p>Indoor PE Rota in place that allows one bubble to use on</p> | | <i>M</i> |

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| | <ul style="list-style-type: none"> • Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches • Toilet arrangements | | | <p>same day as indoor PE allocated.</p> <p>Dining room To be used for Retreat only during school day. Supervised and cleaned after use.</p> <p>Library and IT suite used on a strict rota basis that allows a bubble per day and cleaning in-between.</p> <p>Thursdays IT suite will also be cleaned over lunch time.</p> <p>Staggered drop-off and pick-up: Years 3 and 4 3.05pm Year 5 3.15pm Year 6 3.20pm Parents to keep as much distance as possible. Wear a mask if not possible. Only 1 adult per family to collect on patio. Parents not to arrive too early and not stay and chat.</p> | <p>LD 3.9.2020</p> | |
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| | | | | <p>Staggered break arrangements: 10.15-10.30 or 10.35-10.50</p> <p>Staggered lunch arrangements: Years 3 and 4 11.45-12.45 Year 5 and 6 12.20 – 1.20. Packed lunches and PIPS eaten in classrooms. Only hot meals in the hall.</p> <p>Timetable drawn up to ensure no cross over of bubbles in transition times.</p> <p>Year group bubbles allocated space with separate areas.</p> <p>Outside zones in place for breaks and allocated equipment per bubble Snacks to be provided to each classroom by kitchen staff prior to break starting. Adult in room to remove snacks for children and container kept with kitchen.</p> <p>Only 4W with no direct outside access. Timings</p> | | |
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| | | | | given for movement around school. No access via IT suite. Enter and exit via hall doors. | | |
| | Approach to avoiding children and young people entering school congregating and breaching social distancing is in place. | | <i>L</i> | On arrival, students move straight to classrooms via outside doors and begin early morning tasks at designated table. | <i>10.7.2020</i> | <i>L</i> |
| | Social distancing breach during collection of morning snack. | | <i>M</i> | Morning snacks to be delivered to each bubble by a member of the kitchen team. | <i>5.10.2020</i> | <i>L</i> |
| | Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches. | | <i>M</i> | Handwashing and cleaning (if needed) Conversations with parents Risks assessments and individualised approach in place for students who might struggle to follow expectations | <i>14.7.2020</i> | <i>L</i> |
| | Approach to assemblies – if still occurring, plan in place to manage social distancing. | Having to cancel daily worship for a church school. | <i>M</i> | Assemblies are within year group bubbles. Assemblies can take place within classes, year group bubbles – via online platform and | <i>14.7.2020</i> | <i>L</i> |

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| | | | | wider groups via online platforms or via recorded and saved resources. Rota in place. | | |
| | Social distancing plans communicated with parents, including approach to breaches. | Parents unaware of systems and procedures in place. | M | Letters to parents prior to summer break and early Sept. Continued communication to parents and if breaches are persistent then a direct conversation needed followed by direct action as needed. | 14.7.2020 | L |
| | Arrangements in place for the use of the playground, including equipment. | Children using contaminated equipment outside | M | Outdoor play equipment allocated to each bubble and thoroughly cleaned weekly. Bubbles allocated outdoor zones to play in. Equipment chosen that allows non-contact games. Climbing equipment allocated on a rota basis to bubbles and left vacant between Thurs and Mondays. | 14.7.2020 | L |

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| | Staff able to socially distance. | Insufficient space for staff to distance from each other sufficiently in staffroom for breaks. Staff gather in a small space putting themselves at risk. | H | Bungalow set up for staff to have breaks e.g. kettle, tea/coffee, etc. Chairs and tables spaced out. Numbers in staffroom and bungalow limited to 5. Signs on doors as reminders. More furniture removed to allow further spacing in the staffroom. | 1.9.2020 SLT Limit changed from 10 to 5 Dec 2020 24.9.2020 | M |
| Transport | Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible. | Parents not aware of relevant information and guidance. | M | Letters to parents prior to summer break and early Sept. Continued communication. | 14.7.2020 | L |
| | Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible. | N/A | | N/A | | |
| | Support in place for CYP who have no alternative, to access public transport safely, adhering to social distancing protocols where possible. | N/A | | N/A | | |

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| | Arrangements in place with transport providers to support any staggered start/end times. | N/A | | N/A | | |
| Catering | Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals. | School kitchen has been closed over the summer holidays. | M | <p>Re-open kitchen to provide hot or cold meals for children.</p> <p>Deep clean carried out. Stock check carried out and ensure all food is in date.</p> <p>Order as per online system.</p> | 01/09/20 13.7.2020 | L |
| | Arrangements for the continued provision of FSMs for children not attending school are in place. | | | | | |
| | 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. | Contaminated space and bubbles mixing. | M | <p>Lunch sitting A time: 11.45-12.10 location: Hall Bubbles = Years 5 & 6</p> <p>Tables and chairs cleaned.</p> <p>Lunch sitting B time: 12.20 – 12.45 location: Hall Bubbles = Years 3 and 4</p> | 13.7.2020 | L |

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| | | | | Hot meals only in the hall. All other children eating in classrooms. Classroom tables to be wiped down by teachers/TAs and children. | | |
| | Arrangements for food deliveries in place | | | | | |
| | Summer Holiday Food vouchers for eligible CYP ordered. | | | Ordered prior to summer break. | | |
| PPE | PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place. | Insufficient supplies. | <i>H</i> | PPE purchased prior to re-opening. Site team to continually monitor supplies and make timely orders. Suppliers list kept and used. Clear expectations for staff around Government guidelines on wearing PPE. | <i>14.7.2020</i> | <i>L</i> |
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| <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>Staff not clear on procedures for a suspected COVID19 case during the school day.</p> | <p><i>H</i></p> | <p>All staff have a clear updated procedure in classrooms and in HOOSH.</p> <p>Office staff have clear procedure in office, medical room, and temporary COVID19 room.</p> <p>Cleaning procedure within guidelines on notices displayed.</p> <p>Arrangements for informing parents on notice displayed.</p> <p>Follow: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection and page 7 of full guidance.</p> <p>Once case confirmed HT to contact Public Health England (see below), ECC and Vine Trust for advice on next steps.</p> | <p>14.7.2020</p> | <p><i>M</i></p> |
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| | | | | <p>PHE East of England Health Protection Team, Second Floor, Goodman House, Station Approach, Harlow, Essex, CM20 2ET 0300 303 8537 Out of hours: 01245 444 417</p> <p>DfE 0800 046 8687</p> | 17.9.2020 | |
| | <p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> • Approach to relocating CYP away from certain parts of the school to clean, if possible • Cleaning procedure in place • Arrangements for informing parent community in place | <p>Staff not clear on procedures for a suspected COVID19 case out of school hours.</p> | H | <p>HT and other senior leaders know procedure to follow.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <p>Office staff know procedure to follow and how to inform parents.</p> <p>Site team have clear instructions re cleaning.</p> <p>If scope to do so safely, numbers dependent,</p> | 14.7.2020 | M |

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| | | | | move group to 'spare' area. | | |
| | <p>Process in place to engage with the Test and Trace and contract tracing process.</p> <p><i>Refer to ECC and public health guidance for more information.</i></p> | Procedures not communicated. | M | <p>School to contact local Public Health Protection Team:</p> <p>https://www.gov.uk/guidance/contacts-phe-health-protection-teams</p> <p>Understand how to book a test:</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>See stay at home guidance above.</p> <p>All of this is communicated to parents in letters prior to summer break and in Sept.</p> <p>Staff will be made aware during INSET days in July.</p> | 14.7.2020 | L |
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| Pupil Re-orientation | List of all critical worker parents up to date, including those who haven't yet taken up the offer of provision. | | | | | |

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| <i>back into school after a period of closure/ being at home</i> | Approach and expectations around school uniform determined and communicated with parents. | Parents unaware of current procedures. | L | Expectations around uniform and PE communicated in letter sent July and again in Sept. | 14.7.2020 | L |
| | Changes to the school day/timetables shared with parents. | Parents unaware of current procedures. | M | Letter to parents in July and again in Sept. Any changes made as the situation is reviewed communicated clearly via letter, email, text as appropriate. | 14.7.2020 | L |
| | All students instructed to bring a water bottle each day. Water fountains not in use or strict social distancing and cleaning and cleaning arrangements in place. | Contaminated items causing risk. Children not able to access water. | M | Individual water bottles permitted from Sept and must come to school filled. Water bottles to go home and be thoroughly cleaned each day. Water dispensers purchased for each classroom. Disposable cups purchased. Communal water dispensers out of use. | 14.7.2020 | L |
| | Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff. | Lack of preparation means children not ready to learn and 'catch-up' programme unsuccessful. | M | Wellbeing survey for families asks for details of achievements/highlight | 14.7.2020 | L |

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| | <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>for individual children during lockdown.</p> <p>Targeted pastoral support and intervention.</p> <p>INSET Days in July covering our approach to catch-up curriculum and emphasis on return to school work and routines.</p> <p>School reports in July (as well as Google Classroom and certificates, etc) celebrated ongoing achievements.</p> | | |
| | <p>Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.</p> | <p>No consistent approach in place.</p> | <p>M</p> | <p>Pastoral Support Officer available full-time.</p> <p>Bereavement Policy in place.</p> <p>Wellbeing survey sent to families. Responses collated and used to plan curriculum and/or</p> | <p>14.7.2020</p> | <p>L</p> |

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| | | | | individual/small group activities where necessary. External support accessible if needed. | | |
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| | <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>Families need financial support.</p> <p>Families are in crisis and need other forms of support.</p> | M | <p>Payment plans agreed prior to lockdown where necessary and can continue. These plans regularly reviewed and new ones can be put in place.</p> <p>Support gained throughout lockdown from church links and can continue.</p> <p>Referrals to social care from school and other agencies happen with clear input from school DSPs and Pastoral Support Officer.</p> <p>PPG strategy considers the ongoing impact of the virus on families and their finances and recognises that there may be an additional</p> | 14.7.2020 | L |

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| | | | | number of children accessing FSM. | | |
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| Remote Education Contingency Plan | All students have access to technology and remote learning offer is available to be switched on as a contingency when needed. | | <i>M</i> | Remote learning contingency available and ready to be 'switched-on' when needed. | <i>14.7.2020</i> | |
| | Blended approach between physical and remote learning developed, including support for those CYP who are shielding/clinically vulnerable. Bubble needs to self-isolate because of a positive case of COVID19. | | | Google Classroom continues as part of our homework offer and other ways to use being considered. Staff will be made aware of this during July INSET days. | | <i>L</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. | Not in place. | <i>L</i> | Dedicated section on school website for Year 2 transition. | <i>14.7.2020</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"> EY to Primary Primary to Secondary Vulnerable children | Children not fully prepared for new year group/class. | <i>L</i> | Zoom meetings held with new teachers for each class. Ongoing communication with old and new classes via Google Classroom. | <i>14.7.2020</i> | <i>L</i> |

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| | <ul style="list-style-type: none"> • Children with SEND • Physical and sensory needs, including adaptations, equipment etc (lead in times) • Post 16 • School Leavers | | | <p>Handover meetings between staff held during INSET in July. Provision for SEND pupils discussed at this time.</p> <p>Various meetings and liaison with Year 2 families and staff re new children.</p> <p>Individual structured conversations held in Sept for Year 3 pupils and parents.</p> | | |
| Safeguarding | <p>Individual CYP's risk assessments are in place and welfare checks being undertaken.</p> <p>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.</p> | <p><i>CYP previously deemed to be safer at home and family are anxious about returning to school.</i></p> | M | <p>Review the CYP's risk assessment to identify any support or arrangements needed for their return to school.</p> | 14.7.2020 | L |
| | <p>Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.</p> | <p>Staff not prepared.</p> | M | <p>Staff refresher training session on processes and procedures and the revised wellbeing material.</p> | 14.7.2020 | L |

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| | | | | Pastoral support officer to lead | | |
| | Updated Child Protection Policy in place. | Staff not aware of policy content and implications. | M | Adopted most recent Child Protection Policy Staff all aware of policy. | 14.7.2020 | L |
| | Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP and families to return to school. | | M | Pastoral support to lead. SLT have supported teachers and together the correct support has been sought. | 14.7.2020 | 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. | | H | Review individual consistent management plans to ensure they include protective measures. Communicate expectations around behaviour clearly to pupils and parents. | 14.7.2020 | M |
| | | | | | | |
| Curriculum / learning environment | Current learning plans, revised expectations and required adjustments have been considered. | Unrealistic expectations around teaching and learning. | M | Revised curriculum plans drawn up. Training given during INSET July: Maths and | 14.7.2020 | L |

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| | | | | English and 'catch-up' curriculum. | | |
| | <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 • DT/ FT | <p>Contaminated areas/equipment</p> <p>Children and staff at risk from curriculum activities.</p> | H | <p>Timetabling enables safe working.</p> <p>Enhanced cleaning schedules.</p> <p>No contact sport and PE outside where possible.</p> <p>Music lessons/curriculum adapted.</p> <p>Outdoor learning encouraged as much as possible.</p> <p>Tasks set that require minimal movement around classrooms or indoors.</p> <p>Additional risk assessments drawn up as appropriate.</p> | 14.7.2020 | L |
| | <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 | | M | <p>Staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.</p> | 14.7.2020 | L |

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| | <ul style="list-style-type: none"> capturing pupil achievements/ outcomes utilising the DFE 'catch-up' funding and programmes | | | <p>SIP, maths and English plans make use of catch-up funding.</p> <p>Daily timetables utilise time for rapid catch-up.</p> | | |
| | Student behaviour policy reviewed and amended where necessary to reflect the current circumstances. | | M | <p>Behaviour Policy reviewed and communicated to all members of school community.</p> <p>Interim arrangements in place and communicated to staff.</p> <p>Published on website.</p> | 14.7.2020 | L |
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| CYP with SEND | Approach to provision of the elements of the EHCP including health/therapies in place. | Pupils with EHCPs not adequately supported. | M | <p>Staff aware of pupil needs and incorporating into physical room plan and curriculum.</p> <p>Reasonable Endeavours plans in place and reviewed.</p> <p>Redeployment of staff as needed.</p> | | |

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| | | | | EHCPs come back into place 25.9.2020 Reviews/meetings held as relevant. | 24.9.2020 | |
| Annual reviews. | | EHCP reviews don't take place within required timeframes. | L | HT fulfilling SENCo role until Jan 2021. Plans in place to meet with County Advisor and get support with completion of outstanding EHCPs. Annual reviews will take place with County support as needed. | 14.7.2020 | L |
| Requests for assessment. | | HT fulfilling SENCo role until Jan 2021. | L | Currently no pupils are mid-assessment. Future requests will be dealt with by the HT with external support. | 14.7.2020 | L |
| Risk assessment for CYP | | | | | | |
| 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 not sufficiently supported. | M | Pastoral support in place. See above actions re attendance, wellbeing and readiness for school. | 14.7.2020 | L |

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| Attendance | <p>Approach to promoting and supporting attendance for prioritised all pupils determined, including those who may be anxious.</p> | <p>Children and families not sufficiently supported.</p> | M | <p>Letter to parents including information on attendance and Gov guidelines (July & Sept).</p> <p>Attendance training for office staff (CW).</p> <p>SLT plan for supporting attendance for anxious pupils/families.</p> <p>Discussion with families and action/support plans as needed.</p> <p>Contact with outside agencies as needed.</p> <p>New attendance code understood.</p> | <i>14.7.2020</i> | L |
| | <p>Approach to support for parents where rates of persistent absence were high before closure.</p> | <p>Some families continue to have poor attendance.</p> | M | <p>Liaison with social care where relevant continues.</p> <p>Follow up calls each day for absence made.</p> <p>Clear expectations communicated and high attendance encouraged via letters and phone calls.</p> | <i>14.7.2020</i> | L |

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| | | | | Improving attendance is part of new SIP. SLT to work alongside Pastoral Support and office to improve systems and processes and work done with specific families. | | |
| | Approach for children who cannot attend as they are complying with clinical/public health advice. | A child cannot attend. Guidance for some children changes during the term/year. | L | Remote education will begin immediately and be as close to what is being studied on site as possible. If a child cannot attend due to parents having to follow clinical/health advice the family will not be penalised. | 15.7.2020 | L |
| Communication | Information shared with staff around the full opening plan, returning to site, amendments to usual working patterns/practices and groups. | Staff not aware of all re-opening procedures. | M | Information communicated via emails, on site and remote meetings. INSET days in July to communicate key information. HR individual assessments and plans in place. | 14.7.2020 | L |

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| | Governors consulted on full opening plans. | Govs not aware of plans. | L | Communicate with Governors remotely and via letters and emails. Copy of risk assessment on Sharepoint. | 14.7.2020 | L |
| | Union representatives consulted on full opening plans. | | | Risk assessment published on website. | | |
| | Risk Assessment published on website, where more than 50 staff. | | L | Published on website. | 14.7.2020 | L |
| | <p>Communications with parents on the:</p> <ul style="list-style-type: none"> • Plan for full opening for partial re-opening • Social distancing plan • Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning • Attendance • Uniform • Transport • Behaviour • Test and trace • Staggered start and end times • Expectations when in school and at home (if self-isolating is necessary) | Parents not clear on plans for re-opening. | M | <p>Parents communicated to via emails, letters, phone calls and texts.</p> <p>Office open daily.</p> <p>Some information published on the website.</p> | 14.7.2020 | L |

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| | <p>Pupil communications around:</p> <ul style="list-style-type: none"> • Changes to timetable • Social distancing arrangements • Staggered start times • Expectations when in school and at home (if self-isolating is necessary) • Travelling to and from school safely | Pupils not clear on plans for re-opening. | M | <p>Communication via letter and talking to pupils on site.</p> <p>Teachers will spend time during Thurs 3rd and Fri 4th Sept talking about the procedures and systems in place.</p> | 14.7.2020 | L |
| | On-going regular communication plans determined to ensure parents are kept well-informed | | | Letters, website updates, social media | | |
| Governors/ Governance | Meetings and decisions that need to be taken are prioritised. | New Governance structure from Sept across Vine Schools. | L | Virtual governing body meetings can take place. | 14.7.2020 | L |
| | <p>Governors are clear on their role in the planning and full opening of the school, including support to leaders.</p> <p>Approach to communication between Leaders and governors is clear and understood.</p> | Govs not clear on role | M | <p>New Governance structure from Sept across Vine Schools.</p> <p>Clear communication from the Vine will ensure a smooth transition to new system and everyone is fully aware of roles and responsibilities.</p> | 14.7.2020 | L |
| | Certain aspects of governance are on hold in order to deal with the immediate situation, these are | | | | | |

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| | agreed and clear with all governors and there is a plan for then these will be reviewed and potentially reinstated. | | | | | |
| | Governors prepared for start of school year (clerking, etc). | See above | | See above | | |
| 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. | Events scheduled to happen put social distancing at risk. | M | <p>Trips and other events cancelled if cannot be carried out safely and within guidelines.</p> <p>Certain activities will be risk assessed.</p> <p>Trips offsite can only be done within classes or bubbles.</p> <p>No residential trips planned until summer 2021.</p> <p>Events onsite can only be done within guidelines set out.</p> <p>All events on the calendar will be discussed, risk assessed and adapted if needed before going ahead.</p> | 14.7.2020 | L |

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| Finance | Additional costs incurred due to COVID19 are understood and clearly documented. | School not keeping clear record of associated costs. | L | SBM and HT working closely together to ensure costs are documented. | <i>14.7.2020</i> | L |
| | Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM | | | Claims not able to be made according to latest information from Gov. | | |
| | Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting. | | | SBM and HT working closely together to ensure impact of loss of income factored into budget. | | |
| | Insurance claims, including visits/trips booked previously. | | | All dealt with prior to summer holidays. | | |
| | Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering | | | All dealt with prior to summer holidays. | | |
| | Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc. | | | Part of The Vine Trust. Partnership with Howbridge Infant School (informal). | | |

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| <p>Before and after school clubs</p> | <p>Approach in place for before/after school clubs implements the necessary protective measures.</p> | <p>Wrap-around provision not adhering to guidelines.</p> | <p>H</p> | <p>HOOSH will:</p> <ul style="list-style-type: none"> Keep the same bubbles as school and keep these groups separate. Provide separate resources per bubble. Increase cleaning during sessions as needed. Increased cleaning during the day by site team if space used by children during school time. Parents will collect from outside the dining room and stand 2m apart. Staff will show parents they are signing children out. When signing in, staff will do this without parents entering the building. HOOSH will use the outdoor space where possible and within guidelines. | | |
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| | | | | Children will not queue for food. They will remain seated. | | |
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Appendix 1

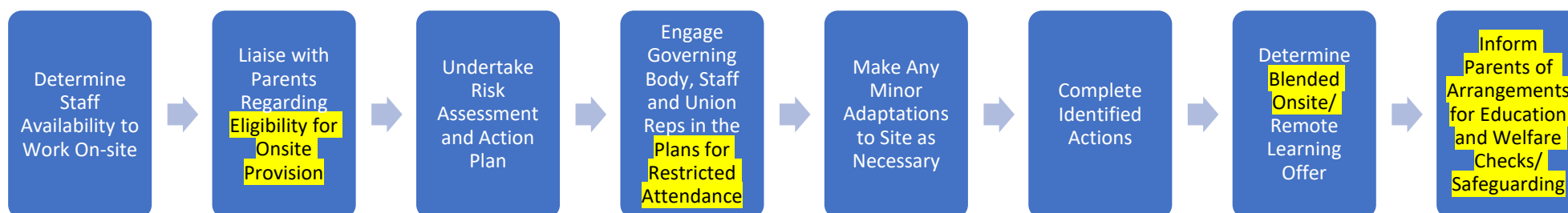
| Actions/Meetings: | Comments/Changes made | Any further follow up |
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| Staff meeting discussion 2.9.2020, 9.9.2020 | | |
| Lunch staff meeting discussion: 3.9.2020, 9.9.2020 | Tweaked procedure for getting children on and off the playground/field to ensure no cross over of bubbles. Lunchtime arrangements chart created and communicated to staff. | 9.9.2020 Tweaked direction for Year 5 to enter playground. |
| Site Team meeting July 2020 | In order to write risk assessment | |
| Local Schools Board Risk assessment sent to Chair 1.9.2020 and with later amendments | | |
| Meeting with Infant School 8.9.2020, 24.9.2020 (letter) | | |
| Various discussions with kitchen team around getting morning snacks to children effectively. | System initially in place was COVID-19 safe but didn't work well for staffing in the kitchen. Updated risk assessment above | Emailed staff to outline new system. Kitchen staff to feedback to me if working. |
| Essex guidance around classroom ventilation in winter. Oct 2020 | Updated risk assessment above | Emailed to staff and reprinted staffroom copy of risk assessment. |

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| Latest guidance on ventilation from HSE - link added. | Added to Page 4 | Direct staff to guidance |
| Risk Assessment reviewed in general 23.10.2020 | Meets advice from County (email this week) around keeping visitors to a minimum | |
| Risk assessment given to member of staff returning from maternity leave. 18.11.2020 | All staff up to date | |
| Message sent to staff with latest advice re Christmas activities and arrangements made for activities to be in line with this risk assessment: Virtual assemblies published, lunch, Virtual Messy Church, cards, tree, etc | All activities in line with guidance. | |
| Limit to number of people in staffroom changed from 10 to 5. Dec 2020. | | Communicate updated risk assessment to staff in readiness for new term. |
| Risk Assessment update again to reflect restricted opening Jan 2021 and in line with County template sent 14.1.21. | | Share with staff and publish on the website. |

See letters to parents

January 2021

Risk Assessment for Restricted Attendance Steps:



Amendments as a result of January lockdown (only minimal staff and pupils in)

| Area of risk | Amendments to above arrangements | Other |
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| Social distancing | <p>Staff to wear face coverings in any area in which they cannot be 2m away from all other people. With the exception of the classroom, where this remains optional.</p> <p>Only 5 people permitted in the staffroom.</p> <p>Children and staff will remain in year group bubbles.</p> <p>Children in 5S only will use toilets in 4S.</p> <p>Children in Year 3 will finish at 3pm so allow parents to social distance more successfully.</p> <p>Numbers of children per room limited.</p> | <p>Once whole school returns, reinstall alternative place for breaks.</p> <p>Decide whether to keep Year 3 finishing at 3pm once whole school returns.</p> |
| Lunchtimes | <p>Children and staff will remain in year group bubbles.</p> <p>Children will eat in one sitting but split into bubbles in the hall and dining room.</p> <p>Children will need to wait until an MDA can escort them outside or to classrooms if wet play.</p> <p>Teachers to collect group from playground at 12.55pm.</p> <p>No retreat or nurture.</p> | <p>Year 5 to have the same designated area each day to support SEND pupil.</p> |
| Classrooms | <p>Sharing of equipment limited to each bubble.</p> | |

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| | <p>iPads allocated to each bubble and to stay there for the duration of the restricted opening.</p> <p>Non-essential equipment or resources that are not easily washable or wipeable have been removed.</p> <p>Furniture arranged to minimise contact as much as possible. Desks are side by side, front facing.</p> | |
| Group sizes | All children and young people are included in distinct groups/ 'bubbles' that do not mix and the number of children and young people in each bubble is as small as possible. | |
| Staffing | <p>Minimal staff to be on site: DSPs always on site and available remotely and out of hours. SENCo on site 4 days a week and available remotely on 5th day. Caretaker working normal hours. Office staff working a rota and always at least one on site to keep office open close to normal hours.</p> <p>All staff to leave site by 4pm if possible.</p> <p>Staff kept in year group bubbles and those running Google Classroom will be on stand by at short notice if on site staff become unwell or need to isolate.</p> <p>Member of staff shielding is able to work from home for the duration of the restricted lockdown.</p> | |

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| <p>Catering</p> | <p>Arrangements for the continued provision of FSMs for children not attending school are in place: Providing packed lunches each day for collection or delivery if children not it. Moving to vouchers if the Government fund this service.</p> <p>Kitchen staff to split into 2 teams (week on, week off) to aid contingency in event of illness.</p> | |
| <p>Cleaning</p> | <p>Only allocated rooms to be used, no matter which members of staff are on site teaching.</p> <p>ICT suite timetable to be adhered to in order to prevent cross-contamination and allow appropriate cleaning.</p> <p>SBM liaising with site team re stock levels and ordering.</p> | |
| <p>Wellbeing</p> | <p>Pastoral support available for school community and regular drop-in calls will be made to specific families.</p> <p>Above support available ongoing to families via school office.</p> <p>Timetable for remote learning, expectations and rotas agreed and reasonable for staff workload. Contingency and support in place for staff being unwell in any way.</p> <p>Technical support available for online learning and year group colleagues/SLT also to support generally with this.</p> | |

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| FSM | Meals provided on site for those in school. Packed lunches provided for collection for FSM children not on site up to 15 th Jan. Delivery can be made if needed. | If voucher system being funded, from 18 th Jan, these will be used instead. |
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| <p>Response to suspected/ confirmed case of COVID19 in school</p> | <p>Process as when fully open, except:</p> <ul style="list-style-type: none"> • Within cohort of children/young people learning on-site only | |
| <p>Remote Education Plan</p> | <p>See Remote Learning Offer on website.</p> <p>Main changes:</p> <ul style="list-style-type: none"> • Blended approach between physical and remote learning developed, including support for those CYP who are shielding/ clinically vulnerable. • Live ‘registration’ held each morning at 9am with class teachers (including those in school). • Laptop allocation determined by parent survey conducted in Nov 2020. | |
| <p>Safeguarding</p> | <p>Adopted the lockdown Child Protection Plan Jan 2021.</p> <p>Shared with staff and Governors Jan 2021.</p> <p>Information shared within letters and on the school website related to how to keep safe online.</p> | |
| <p>SEND</p> | <p>SENCo appointed Jan 2021 and is determining children who need additional support whilst learning at home and consulting with the family and other agencies involved.</p> | |