



OCC COVID19: Updated September 2021 Risk Assessment and Action Plan

SCHOOL NAME: Harwell Community Primary School

OWNER: Bryn Gibson **Last updated:** ~~1/9/2021~~ 6/09/21

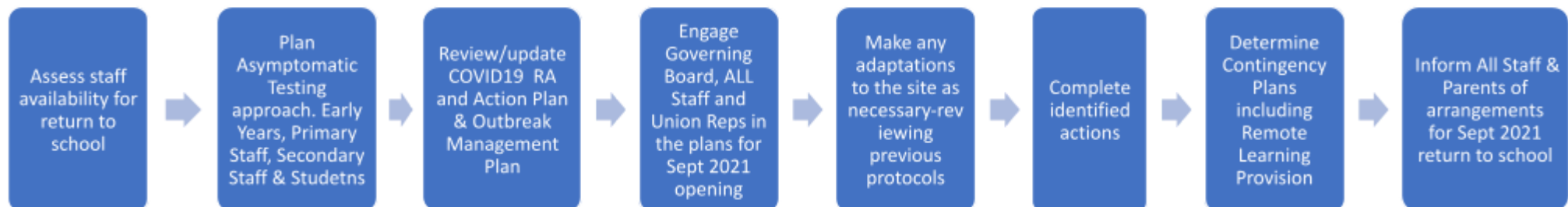
Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken, and measures put in place [for the return to school September 2021](#) 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:

- School specific Health and Safety Policy
- First Aid Policy
- DFE Guidance relating to COVID19 [Guidance for schools: coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](#)
- [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - RIDDOR - HSE](#)
- [The Health Protection \(Notification\) Regulations 2010 \(legislation.gov.uk\)](#)
- Public Health England (PHE) (2017) [Health protection in schools and other childcare facilities - GOV.UK \(www.gov.uk\)](#)

Risk Assessment for September 2021 return:



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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 board and union representatives. Schools COVID-19 operational guidance - GOV.UK (www.gov.uk) Actions for early years and childcare providers					
Site Arrangements Coronavirus: latest information and advice - HSE news	Review office space(s) to allow staff to continue to work safely.	<i>Office does not allow for adequate space between staff members, no windows for ventilation.</i>	<i>M</i>	Windows in reception to be opened during the school day. 1 person each morning, 2nd person on 3 afternoons not working face to face SBM in separate office Regularly used keys kept in Headteacher's office CO2 monitors will be used to assess	<i>September 2021</i>	<i>L</i>
	Review access/egress by pupils, staff, visitors and manage as appropriate for the safety of all-based on summer term processes/procedures. What worked/what didn't. Any other physical changes necessary? Maintain one-way system(s), appropriate signage etc	<i>Bottlenecks likely at entrance to school.</i>	<i>M</i>	Two entrances to the school site to be used. Parents take the two youngest year groups to the classroom outside gates. Years 2 to 6 (parents to drop at gates and not come onto site) to enter	<i>September 2021</i>	<i>L</i>

				classrooms via external doors.		
	Review premises lettings and best practice approach, as required		M	Lettings to dance schools took place during summer term and holiday period. To continue plus Rainbows & Brownies to restart on the same day. Steam cleaning in between use	September 2021	L
	Consideration given to the arrangements for any deliveries.			Delivery drivers to wait outside of the school front entrance for admittance to reception - sign on the door to remind visitors. Gloves available for office staff as needed.	September 2021	L
	Regular communication with Parents/Carers confirming expectations/requirements when on the school site. Appointment only procedure still in place?			Letter to parents with clear expectations sent before the start of the school year. Parents able to request telephone call from teachers if required	September 2021	L
	Safe Contractor management					
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.</i>	<i>Evacuation routes would cause multiple groups of people to come into contact. More appropriate alternatives are possible.</i>	M	Evacuation procedures reviewed and shared with staff. Evacuations to zoned areas of the school site initially	September 2021	L

	<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 the case of reduced numbers of staff.</p>	<p><i>Staff needing to work from home are current PEEP buddies and so reassignment necessary.</i></p>		<p>One regular visitor is with a designated member of staff. Escorted to area for children to read to her PET Therapy dog</p>	<p><i>September 2021</i></p>	<p>L</p>
				<p>Fire and Lockdown to be discussed in class and drills to be held asap in the new school year</p>	<p><i>September 2021</i></p>	<p>L</p>
<p>Cleaning and waste disposal</p>	<p>Review enhanced cleaning regime is in place in line with COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)</p>			<p>Enhanced cleaning schedule implemented throughout the site, ensuring that multiple contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected at least daily. PPE to be worn when cleaning</p>	<p><i>September 2021</i></p>	<p>L</p>
				<p>Hand dryers can be used. Paper towels and hand soap will be restocked on a daily basis</p>	<p><i>September 2021</i></p>	<p>L</p>
					<p><i>September 2021</i></p>	<p>L</p>

				Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush - additional daily cleaning before lunchtimes.		
	Cleaning staff capacity is adequate to enable enhanced cleaning regime – any adjustments required?			Use commercial steam cleaners and a fogging machine. Limited capacity to cover staff absence - may need to use agency cover	<i>September 2021</i>	M
	Adequate cleaning supplies and facilities around the school are in place. Any further changes necessary? Arrangements for longer-term continual supplies are also in place.	<i>No hand sanitiser for visitors to reception.</i> <i>Classrooms do not have tissues.</i> <i>Low supply of soap.</i>	M	Auto hand sanitisers available at the school entrance in reception and outside of the staff room. Sanitiser in every classroom Lidded bins in classrooms and hall Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach Stock check and ordering schedule reviewed, and order made.	<i>September 2021</i>	L

	Sufficient time is available for the enhanced cleaning regime to take place.		<i>M</i>	Staff work with cleaners to enable access to classrooms, offices and communal areas for enhanced cleaning	<i>September 2021</i>	L
	Waste disposal process in place for potentially contaminated waste, including testing waste.			2 Waste bags and containers - kept closed and stored separately from communal waste COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)	<i>ongoing</i>	
	Process in place for safe removal and/or disposal of face masks (if this is a school requirement).			<i>N/A</i>		
	Safe and appropriate storage of large supplies of alcohol gel	<i>No flammable store</i>	<i>H</i>	Regular sufficient supply sourced	<i>ongoing</i>	
Classrooms	Classrooms allow as much space between individuals as practical.			Seating arrangements: where possible with a class of 30 and within the space.	<i>September 2021</i>	L
	Review classroom entry and exit routes, any further changes required and is appropriate signage in place. Consider lessons learnt from earlier in the year.			Pupils to continue to enter and exit classrooms via external fire doors	<i>ongoing</i>	L

	<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources. Review any sharing of equipment as necessary and cleaning measures required</p> <p>Review information posters which are displayed across the site; at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets, are any changes necessary?</p>	<p><i>Inappropriate sized equipment for smaller children in Classroom B.</i></p> <p><i>No COVID19 information posters currently in place. Limited reminders/ awareness for children.</i></p>	<p>L</p> <p>M</p> <p>L</p>	<p>Individual stationary packs to be used for Years 1 to 6</p> <p>Hand washing posters still visible in all washrooms and classrooms</p>	<p><i>ongoing</i></p> <p><i>ongoing</i></p>	<p>L</p> <p>L</p>
	<p>Furniture arranged to minimise contact as much as possible e.g. Desks side by side, facing front, where age appropriate.</p>	<p><i>Chairs not comfortable for long term use i.e. science lab re-purposing as a classroom.</i></p>		<p>Classrooms and offices checked</p>	<p><i>September 2021</i></p>	<p>L</p>
	<p>Increased ventilation (where reasonably practicable – cost versus risk exercise).</p> <p>21/08/21 update from GOV.UK All schools to receive carbon dioxide monitors - GOV.UK (www.gov.uk)</p>	<p><i>Reminder to keep windows/doors open as much as practically possible and/or purge fresh air at mid-morning and lunch break. Investigating options for improving mechanical ventilation system, where practicable to do so.</i></p>		<p>Ventilation and air conditioning during the coronavirus (COVID-19) pandemic (hse.gov.uk)</p> <p>Classroom windows and door to be open during the school day</p> <p>During teaching time, when the weather is</p>	<p><i>September 2021</i></p>	<p>L</p>

	<p>Currently under review by OCC H&S in conjunction with other LA's/DfE/HSE Guidance - The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE COVID-19 advice provides more information.</p> <p>The current Schools COVID guidance states</p> <p><i>“DfE is working with Public Health England, NHS Test and Trace, and the Scientific Advisory Group for Emergencies (SAGE) on a pilot project to measure CO2 levels in classrooms and exploring options to help improve ventilation in settings, where needed.”</i></p>	<p><i>Following DfE, HSE and CIBSE guidance, schools should, as part of their risk assessment, be identifying any areas of concern. e.g., where there's no natural ventilation/air flow; areas that feel stuffy etc.</i></p>		<p>cold, then doors may be closed but a window to remain open. Rooms are then fully ventilated at break and lunch time.</p> <p>Reception - windows to open at all times when staff are working in the school office</p> <p>CO2 monitors are being provided to assist with ventilation.</p>		
Staffing	<p>Review staffing numbers required for Sept 2021 return have been determined including support staff such as facilities, IT, midday and office/admin staff.</p>			<p>All staff are required to be in school</p>	September 2021	L
	<p>Approach to staff absence reporting and recording in place. All staff aware.</p>			<p>Telephone tree shared with staff who are aware of who to contact in case of absence</p>	September 2021	L
	<p>Review any individual staff risk assessments (clinically extremely vulnerable, pregnant</p>		H	<p>Individual staff Risk Assessments updated</p>	September 2021	L

	<p>staff), are there appropriate and sufficient arrangements in place for mitigating risks as identified. Guidance on protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</p> <p>Coronavirus: how to stay safe and help prevent the spread - GOV.UK (www.gov.uk)</p> <p>Communication arrangements are in place and clear for staff concerning their role in continuing to support the working of the school.</p>					
	<p>Plans to respond to any 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>Cover requirements reviewed by SLT</p>	<p><i>September 2021</i></p>	<p>M</p>
	<p>Where appropriate/necessary, consideration given to staff clothing expectations and information shared with staff. to ensure clothes worn are easily washable.</p>			<p>Staff clothing requirements remain professional but practical</p>	<p><i>ongoing</i></p>	<p>L</p>
	<p>Approaches for meetings and staff training in place.</p>			<p>Face to face distanced meetings where possible or if with external, non regular</p>	<p><i>September 2021</i></p>	<p>L</p>

				contacts virtual meeting		
	Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision agreed and communicated.			Confirmed to staff that the school Remote Education Policy remains in place and what their roles would be if this needs to be implemented	September 2021	L
	<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>TAs are required to lead some groups as not enough teachers on site to cover numbers.</i></p>		<p>All staff aware that they may need to be deployed to support the efficient working of the school</p> <p>Support staff may be required to lead groups as required</p>	September 2021	L
	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support.</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>			<p>Staff are aware of the support and advice for schools and pupils available from OCC</p> <p>http://schools.oxfordshire.gov.uk/cms/content/employee-assistance-programme</p>	September 2021	M
	Arrangements for accessing testing are in place. Staff are			https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested	September 2021	L

	clear on how and when to access a test.			LFD testing takes place twice weekly. Home PCR kits are available in school.		
	The approach for inducting new starters has been reviewed and updated in line with current situation.			Induction for new staff is taking place face to face with a social distance in mind. COVID guidance forms part of the induction	September 2021	L
	Any staff contracts that need to be issued, extended or amended considering the current situation have been.			All new contracts and associated HR actions were completed by the start of term	September 2021	L
	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.			All HR processes completed	September 2021	L
	<p>Review and communicate arrangements for any visitors/contractors on site, protocols and expectations required.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>			<p>All contractors and visitors to the school site are to comply with the school visitor protocol - a copy of which is in reception</p> <p>Visors and masks are available should they be required</p>	September 2021	L
	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors,	<i>Decide on the delivery of this learning</i>		External swim teacher to comply with school swimming pool NOP and EAP which include COVID considerations	September 2021	L

	<p>forest school leaders. Protocols and expectations shared.</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-3-curriculum-behaviour-and-pastoral-support</p>	<p><i>Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.</i></p>		<p>OCMS music teachers comply with the OCMS Risk Assessment which is supplied to the school</p>		
<p>Mixing and 'bubbles'</p> <p>Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)</p>	<p>GOV.UK no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used for any summer provision (for example, summer schools) or in schools from the autumn term.</p> <p>As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and you no longer need to make alternative arrangements to avoid mixing at lunch.</p> <p>You should make sure your contingency plans (sometimes called outbreak management plans) cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</p>			<p>For the first two days and the first full week of school, classes will remain in tiers in zoned areas of the school site at break and lunchtimes.</p> <p>Further integration will then be resumed.</p> <p>All children eat lunch in the school hall on a timed system in tiers.</p> <p>Contingency plans are in place to cover the possibility that a local outbreak may necessitate the return of bubbles etc</p>	<p><i>September 2021</i></p>	<p>L</p>

	Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.					
	Identified solutions to any workforce capacity issues are in place.			Any Clinically Extremely Vulnerable staff will be identified and have a personal Risk Assessment	<i>September 2021</i>	L
<p>Social Distancing? Hands, face, space and fresh air!</p>	<p>From GOV.UK; Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. Employers should be able to explain the measures they have in place to keep CEV staff safe at work. The Health and Safety Executive (HSE) has published guidance on protecting vulnerable workers, including advice for employers and employees on how to talk about reducing risks in the workplace. If necessary, review arrangements for any continuation of protocols from summer term 2021:</p> <ul style="list-style-type: none"> ● Staggered school drop off/pick up times and locations (if possible) 			<p>All school staff working on the school site</p> <p>Signage for social distancing in place</p> <p>Parents reminded to be considerate of other parents at drop off and collection</p>	<i>September 2021</i>	L

	<p>without reducing teaching time</p> <ul style="list-style-type: none"> ● Staggered or limited amounts of moving around the school/ corridors ● Classroom design ● Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches ● Toilet arrangements 					
	<p>Approach to avoiding children and young people entering school congregating in large numbers</p>			<p>On arrival, pupils in years 2 to 6 move straight to their class and enter via the external door and sit at their named table Class staff will be in the classroom to greet pupils Pupils in FC and Year 1 are to be taken by parents to the gates of the external classroom areas</p>	<p>September 2021</p>	<p>L</p>
	<p>Approach to assemblies – https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health</p>	<p><i>Consider and review any alternative outdoor areas (weather permitting) for assemblies, classes etc.,</i></p>		<p>Whole school assemblies in the hall to recommence. Windows to be opened to provide ventilation. CO2 monitor to be used</p>	<p>September 2021</p>	<p>M</p>

	advice-to-minimise-coronavirus-covid-19-risks					
	Review arrangements in place for the use of the playground, including equipment.			Zoned areas of the school site in tiers initially. Where reasonably practicable to do so, enhanced safe cleaning process in place for outdoor equipment	September 2021	L
Transport	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.			Pupils encouraged to walk, scoot or cycle to school. Cycle and scooter storage areas reopened	September 2021	M
	Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible.			N/A		
	Support in place for CYP who have no alternative, to access public transport safely, recommending social distancing protocols where possible.			N/A		
	Arrangements in place with transport providers to support any staggered start/end times.			N/A		
	Children and young people reminded to wear face coverings on public and school			Very limited number of pupils use public transport to get to and	September 2021	L

	transport. See Visors/Face Covering below			from school. Reminded to wear masks		
Catering	Review arrangements in place to provide food to CYP on site, including the requirement of universal free school meals. Liaise with catering team/Contractor re any changes to processes and procedures/RA update			Liaise with OCC Catering All pupil meals to be taken in the school hall FC first, followed by KS1 then KS2 Windows to be opened to ensure maximum ventilation	<i>September 2021</i>	L
	Review arrangements for when and where pupils and staff will take lunch (and snack time if necessary) – any adjustments necessary?			KS2 morning break snack bar not being reintroduced	<i>September 2021</i>	L
	Review arrangements for food deliveries in place – any adjustments necessary?			Deliveries direct to external kitchen door	<i>September 2021</i>	L
PPE	Review PPE requirements and are appropriate supplies in place?			Appropriate supplies kept in school and monitors to order extra as required	<i>September 2021</i>	L
Visors/face coverings	Schools COVID-19 operational guidance - GOV.UK (www.gov.uk) Face coverings Face coverings are no longer advised for pupils, staff and			Parents reminded that they may wear face masks when collecting their children from school if they wish to do so and to respect other parent's space	<i>September 2021</i>	L

	<p>visitors either in classrooms or in communal areas.</p> <p>The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.</p> <p>Contingency framework: education and childcare settings (publishing.service.gov.uk)</p>					
<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 			<p>HT or SLT member in his absence to be alerted if a member of staff or a pupil displays COVID symptoms</p> <p>If a staff member, they are to go home immediately and arrange a PCR test, advising the school of the result.</p> <p>If a pupil - parent to be called - isolation / waiting area intervention space and parent to collect from an outside gate</p>	<p><i>September 2021</i></p>	<p>M</p>

	<ul style="list-style-type: none">• Arrangements for informing parent community in place			<p>escorted by a member of staff at a socially safe distance. Siblings will also be sent home. PCR test to be taken and the school advised of the result If in a classroom, the rest of the class will be taught elsewhere until the area is thoroughly cleaned as appropriate. Disposable mop heads recommended, see link: COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk) Any PPE worn should be disposed of safely and in accordance with guidelines Template letter to school parent community to be completed and sent by email asap NHS Test Track & Trace will contact the staff member of parents of the pupil if the PCR Test is confirmed as positive</p>		
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	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> ● Cleaning procedure in place ● Arrangements for informing parent community in place ● Contact tracing arrangements if needed 		<p>Staff or parents of pupils must advise the school asap if there is a confirmed positive PCR test NHS Test Track & Trace will contact the staff member of parents of the pupil if the PCR Test is confirmed as positive Template letter to be completed to advise the parent community</p>		
	<p>Review any changes to the school day/timetables and communicate with parents.</p>		<p>School day of 8:55 to 3:15 confirmed to parents before the start of the school year</p>	<p><i>September 2021</i></p>	<p>L</p>
	<p>All students instructed to bring a NAMED water bottle each day. Robust water fountain cleaning arrangements in place, if determined safe to use/re-instate!</p>		<p>Water fountains not reintroduced All pupils expected to have a named water bottle. parents reminded in class letters</p>	<p><i>September 2021</i></p>	<p>L</p>
	<p>Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.</p>		<p>Staff are aware of available support and advice for schools and pupils available from OCC: Staff and pupil wellbeing considered at FGB, SLT and staff meetings Bereavement protocol in place</p>	<p><i>ongoing</i></p>	<p>M</p>
	<p>Consideration of the impact of COVID19 on families and</p>		<p>FSM information shared with parents</p>	<p><i>ongoing</i></p>	<p>M</p>

	<p>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>Social Care links maintained and continued reporting</p> <p>Staff continue to monitor vulnerable groups</p>		
Remote Education Plan	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.	<i>Response to positive case(s) of COVID19.</i>		Contingency plan in place. Remote Education Policy approved by governors and available to parents via the school website.	<i>ongoing</i>	M
	Technology support/DfE laptop allocation in place.			Chrome books and laptops available to support pupils if remote learning. The full allocation from the DfE was accessed	<i>ongoing</i>	L
Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.			PSHE curriculum in place and staff refresher training to be undertaken Volunteers, creative therapies/peripatetic teachers and Wizard Theatre in to target wellbeing, as needed. Volunteer risk assessment and protocol in place	<i>September 2021</i>	M
	Reviewed/updated Child Protection Policy in place			OSCB Policy adopted and personalised for the school	<i>September 2021</i>	L

	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP and families to complete risk assessments and planning.			Links with other agencies maintained	<i>ongoing</i>	M
	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.			Individual Pupil Risk Assessments have been updated	<i>September 2021</i>	M
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.			Medium and Long term curriculum plans have been revised	<i>September 2021</i>	L
	<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 guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport. Advice from organisations such as the Association for Physical Education and the Youth Sport Trust 			Activities to be dynamically risk assessed and should not be run unless the risks can be mitigated	<i>September 2021</i>	L

	<ul style="list-style-type: none"> ● Practical science lessons https://www.cleapss.org.uk/ ● DT/ FT https://www.data.org.uk/for-education/primary/ ● Swimming https://www.swimming.org/swimengland/pool-return-guidance-documents/ ● Contents (oeapng.info) 					
	<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 is being done at home, where/if applicable ● capturing pupil achievements/ outcomes ● utilising the DFE 'catch-up' funding and programmes ● contingency remote learning plan 			<p>Curriculum plans are in place. RAP priority focuses on quality first teaching and learning.</p> <p>Staff are trained and aware of how best to provide students with additional support.</p>	<p><i>ongoing</i></p>	<p>M</p>

	Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.			Positive Behaviour Policy regularly reviewed.	<i>September 2021</i>	M
	Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.			Regular teaching of online safety for pupils using goseberry planet	<i>ongoing</i>	M
SEND PUPILS	Approach to provision of the elements of the EHCP including health/therapies in place. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#B			Risk assessments in place for all pupils with an EHCP in place and reviewed where appropriate.	<i>ongoing</i>	M
	Annual reviews.			Reviews to be completed online if necessary	<i>ongoing</i>	M
	Consider any SEN pupils who may need support with their return to school and consult with the family and other agencies involved.			Follow up calls to support engagement but ultimately children are expected to attend. Monitor attendance Inform county attendance and external agencies as appropriate. Referral for fines if required.	<i>ongoing</i>	M

	Requests for assessment considered.			Compile up to date list of agencies that are currently supporting assessments	<i>ongoing</i>	M
Attendance	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.			Monitor attendance Inform county attendance and external agencies as appropriate. Referral for fines if required Parents reminded that attendance is mandatory	<i>ongoing</i>	M
	Approach to support for parents where rates of persistent absence were high before closure.			as above		
Communication	Information shared with staff around the Sept 2021 return to school and any amendments to usual working patterns/practices and groups.			Risk assessment shared Opening plans shared	<i>September 2021</i>	L
	Union representatives informed of Sept 2021 return to school plans.			National advice		
	Updated Risk Assessment published on website.			Added to the website. Contents of website checked monthly by SBM	<i>September 2021</i>	
	Communications with parents on the: <ul style="list-style-type: none"> Sept 2021 return to school 			Risk assessment shared Letter with opening plans sent in advance of the new school year	<i>September 2021</i>	L

	<ul style="list-style-type: none"> ● Any continuing social distancing requirements? ● Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning ● Attendance ● Uniform ● Transport ● Behaviour ● NHS Test and Trace ● Staggered start and end times ● Expectations when in school ● Anticipated sanctions for breach of school guidelines and processes ● Contingency plans – Outbreak Management Plan 			<p>Parents asked to be considerate of other parents and maintain a social distance Parents reminded that attendance is mandatory Full school uniform is expected to be worn Timings and details for the start and end of the day given to parents</p>		
	<p>Pupil communications around:</p> <ul style="list-style-type: none"> ● Any changes to timetable ● Any continuing social distancing arrangements ● Any staggered start times 			<p>Pupils to be reminded of clear expectations at the start of the year</p>	<p><i>September 2021</i></p>	<p>L</p>

	<ul style="list-style-type: none"> • Expectations when in school • Travelling to and from school safely 					
	On-going regular communication plans determined to ensure parents are kept well-informed			Weekly parent newsletter and specific COVID communication as required	<i>Ongoing</i>	L
Governors/ Governance	Meetings and decisions that need to be taken are prioritised.			Face to face meetings to resume but virtual governing body meetings via secure google meet if necessary	<i>September 2021</i>	L
	Governors have oversight of Sept 2021 return to school and risk assessments. Approach to communication between Leaders and Governors is clear and understood.			Risk Assessment and plans for return shared with governors Regular telephone meeting between Chair of governors and Headteacher to continue	<i>September 2021</i>	L
	Review any aspects of Governance which may have been on-hold in order to review/reinstate as required			All aspects of governance in place	<i>September 2021</i>	L
	Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT.			Meetings between Wellbeing Link Governor and Headteacher	<i>ongoing</i>	

	Refer to Headteacher wellbeing materials.			Staff wellbeing addressed at all FGB meetings		
School events, including trips	Review the school's annual calendar of events. Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)			Key dates reviewed and shared with staff and parents	September 2021	L
Finance	Review any continuing additional costs incurred due to COVID19; are they clearly documented.			Spreadsheet maintained by the SBM		
	Review any claims submitted for reimbursement e.g., increased premises related costs, additional cleaning, additional waste removal, support for FSM etc			claim submitted and paid in full		
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.			Income from lettings monitored. Lettings were resumed to ensure school financial viability	ongoing	
	Insurance claims, including visits/trips booked previously.			No claims required		
	Reintroduction or re-contracting of services, such as: <ul style="list-style-type: none"> ● Cleaning ● IT support ● Catering ● Waste management 			When contracts are due for renewal, to continue to evaluate for best value and quality	ongoing	

	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.			Partnership costs ongoing - costed into the budget and approved by governors.	<i>ongoing</i>	
Before and after school clubs	Approach in place for before/after school clubs implements the necessary protective measures including restricted attendance https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak			The Barn after school club is running Monday to Friday Before school club is not feasible	<i>September 2021</i>	
Testing	Test kits are securely stored and distributed to staff and students (secondary).			Test kits are distributed to the staff engaging in LFD testing.	Ongoing	
	Staff and students (secondary) are aware of how to safely take and process the test. Share the following: <ul style="list-style-type: none"> ● NHS instruction leaflet ● Training video and online resources on the document sharing platform ● Contact details if queries ● Process for reporting incidents ● PPE provision 			To reduce asymptomatic transmission, staff engage in twice weekly testing & results are collected.	Ongoing	

	<ul style="list-style-type: none"> Layout of testing space and one-way foot fall as per guidelines 					
	Staff and students (secondary) are aware of how to report their test results to school and to NHS Test and Trace.			Reminder email on test days sent to participating staff includes the link for NHS reporting	<i>ongoing</i>	
	Staff and students (secondary) are aware of how to report any incidents both clinical and non-clinical.			Reminder email on test days sent to participating staff includes a google form for reporting results to school including void results	<i>ongoing</i>	
	Process in place to monitor and replenish test supplies Process in place for appropriate PPE to be available (Secondary)			Monitored by SBM / COVID coordinator	<i>ongoing</i>	

[Actions for early years and childcare providers](#)

[Schools COVID-19 operational guidance - GOV.UK \(www.gov.uk\)](#)

[Contingency framework: education and childcare settings \(publishing.service.gov.uk\)](#)

[All schools to receive carbon dioxide monitors - GOV.UK \(www.gov.uk\)](#)[Coronavirus \(COVID-19\): advice for pregnant employees - GOV.UK \(www.gov.uk\)](#)

[Guidance on protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK \(www.gov.uk\)](#)

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak#who-can-at-tend>

