

COVID19: Risk Assessment and Action Plan from September 2021

SCHOOL NAME: Chelmsford County High School

PLAN COMPLETED BY: Melissa Mulgrew

PLAN OWNER: Stephen Lawlor

VERSION: 2.0

APPROVAL DATE: 28th August 2020 (ongoing operational updates)

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the phased re-opening of the school and ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- CYP Response Plan
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

Risk Assessment/ Action Plan Sections:

Preparing Buildings and Facilities	4
Emergency Evacuations & Lockdown	10
Cleaning and waste disposal	12
Classrooms	14
Staffing	16
Social Distancing	22
Catering	24
PPE & First Aid	24
Response to suspected/ confirmed case of COVID19 in school	25
Pupil Re-orientation	26
Re-opening	28
Transition into new year group	29
Safeguarding	29
Curriculum / learning environment	30
CYP with SEND	31
Attendance	32
Communication	32
Governors/ Governance	34
School events, including trips	34
Finance	35
Before and after school clubs	36
Testing	36

Version Control

Version Number	Changes	Author	Date
0.1	Draft document	Melissa Mulgrew	03/06/20
0.2	Updated with feedback from staff and governors, legionella results.	Melissa Mulgrew	09/06/20
0.3	Updated with points re staff workroom and air conditioning	Melissa Mulgrew	10/06/20
1.0	Approved by Management Committee 11 th June 2020. Updated with actions taken on re-opening	Melissa Mulgrew	17/06/20
1.1	Draft version of September full opening document	Melissa Mulgrew in consultation with site team, first aiders, office team and SLT	08/07/20
1.2	Updates to staff workrooms, room 5, canteen operation, fridge use.	Melissa Mulgrew	24/08/20
1.3	Updates to staggered end of day procedures implement, staff work environment, changes for lockdown effective 5 th Nov.	Melissa Mulgrew	4/11/20
1.4	Updates to bubble operation Spring '21 and lateral flow testing	Melissa Mulgrew	19/01/21
1.5	Updates to re-opening plan March '21	Melissa Mulgrew	04/03/21
1.6	Updates to government guidance effective 17 th May 2021	Melissa Mulgrew	11/05/21
2.0	Major revision – update reflecting Operations for September '21	Melissa Mulgrew	14/07/21

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date (o/s items in red)	Risk Level Post-Action
Preparing Buildings and Facilities	<p>1.1 Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	Site Manager is unavailable	H	Remaining site team will provide support	19/05/20	L
		Site has been closed for prolonged period	M	Building has had regular checks performed through closure.	19/05/20	L
		Legionella risk due to stagnant water	H	<p>Carry out a formal / recorded full pre-opening premises inspection by 1st June 2020 to include but not limited to:</p> <ul style="list-style-type: none"> • Fire protective checks and tests • All relevant safety critical devices 	<p>29/05/2020 (RFR) Fire alarm testing completed. Access doors release and fire curtains are deployed.</p> <p>Full cleaning schedule resumed 1/6/20 with cleaners reminded of cleaning protocols and COSHH requirements.</p>	L
				Empty and flush all tanks and undertake legionella tests.	29/05/2020 (RFR) Full system flush of all outlets,	

					tanks were emptied multiple times. Legionella samples were taken in to cavendish laboratories on the 29 th May. Negative results returned 08/06/20	L
		Food remains in the freezer	L	Chartwell's require 4 weeks notice to resume service - left over frozen food will be dealt with per normal wastage procedures.	01/09/20	L
		Food handling contamination risk	H	Prior to assumed resumption of catering in September a full risk assessment of the kitchens, supply chain and handling will need to be completed	01/09/20	L
		Statutory inspections or maintenance may be missed leading to failure of safety critical items.	H	Where pieces of equipment or machinery, such as lifts, fume cupboards etc require thorough examination or testing (TE&T) they must all be	19/05/20 - Confirmed no items out of testing cycle	

				within their testing cycle. If this has elapsed then these item(s) cannot be used until they have passed the required tests. Their use will therefore need to be postponed until testing has taken place.	except for lifts. Lift service completed 02/06/20	
	1.2 Office spaces re-designed to allow office-based staff to work safely.	Office does not allow for adequate space between staff members, no windows for ventilation.	M	<p>Staffroom to revert to normal usage since additional workrooms now available in Bancroft and Chapman buildings.</p> <p>Office support staff and finance will be able to be on a WFH rota to reduce staff on site in confined spaces if necessary and able to do so in the event of high number of cases</p> <p>Faculty workrooms will have reduced numbers of staff and alternate working areas in order to minimise concentration of staff</p>	13/08/21	L

				<p>Finance office will be limited to 3 occupancy (including visitors)</p> <p>Main office will be limited to 7 (including visitors)</p> <p>Reprographics limited to 2 (including visitors)</p> <p>Anstee and Cadbury workrooms have protective screens installed between desks</p> <p>Reception desk and student window have protective screens installed.</p>	30/09/20	
	1.3 Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.	M	<p>Hand sanitiser available outside all classrooms.</p> <p>Allocated entrance points and allocated toilets for each year group remain in place</p> <p>Physical signage in place on floors, walls and entrance points reinforcing one way system, social</p>	31/08/20	L

				<p>distancing, handwashing, etc.</p> <p>Y7: Toilets – by room 5 Entrance/ exit – junior entrance</p> <p>Y8: Toilets – Reprographics Entrance / exit – Anstee building entrance</p> <p>Y9: Toilets – Ground floor & 2nd floor Anstee building Entrance / exit – Anstee building</p> <p>Y10: Toilets – Bancroft Building Entrance / exit – Gate by 6th form house</p> <p>Y11: Toilets – Library Stairs Entrance / exit – Dining Hall</p> <p>Y12/13</p>		
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				<p>Toilets – Drama, New Dining Hall Entrance / exit – via 6th form gates for access to common room</p> <p>Late arrivals – via main office reception.</p> <p>Staff are encouraged to take breaks either in their department area or designated outside space</p> <p>Staff using fridges and equipment in the kitchen areas do so at their own risk. Hands should be thoroughly washed / sanitised prior to using any shared equipment.</p>		
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	1.4 Consideration given to premises lettings and approach in place.	Cannot be let and reassembled with sufficient time for cleaning in between.	M	Lettings will be reviewed in line with Government guidelines and school's ability to maintain a clean environment. Each hirer will be required to complete their own risk assessment to complement school's overall risk assessment.	5/11/20	
	1.5 Consideration given to the arrangements for any deliveries.			Deliveries will be managed per normal procedure – managed through site office or main office for post and quarantined for 72 hours where necessary during periods of local outbreak.	19/05/20	L
Emergency Evacuations & Lockdown	2.1 Evacuation routes are confirmed, and signage accurately reflects these. NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.	Current evacuation routes would cause multiple groups of people to come into contact. More appropriate alternatives are possible.	M	Normal fire evacuation procedures will stand – priority of safe evacuation overrides need to social distance. Fire drills to resume	02/10/20	L

	<p>2.2 Consideration given to PEEP (Personal Emergency Evacuation Plan) – buddies are assigned or reassigned according to available persons.</p> <p>2.3 Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<p>Fire evacuation muster point will not allow for social distancing (lower risk than fire risk)</p>	<p>M</p> <p>M</p> <p>M</p>	<p>PEEP responsibilities will revert to normal procedure</p> <p>Full review of students with impaired (permanent or intermittent) mobility to be conducted – should be re-roomed on ground floor where possible</p> <p>Fire muster point assessed by site staff and Business Manager – adequate space for social distancing for adults. Students will not be required to social distance in the event of an evacuation since fire risk outweighs social distancing risk.</p>	<p>08/07/20</p> <p>02/06/20</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>
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Cleaning and waste disposal	3.1 Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non healthcare settings guidance.</u>		H	<p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Hand towels and handwash are to be checked and replaced as needed by site and cleaning staff</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p> <p>Hand sanitisers to be fitted in allocated use areas</p>	15/06/20	L
	3.2 Capacity of cleaning staff is adequate to enable enhanced cleaning regime.		M	Cleaning staff returned 1 st June '20 – additional cleaning will be undertaken by site team or support staff volunteers	01/06/20	L

	<p>3.3 Adequate cleaning supplies and facilities around the school are in place.</p> <p>3.4 Arrangements for longer-term continual supplies are also in place.</p>	<p>No hand sanitiser for visitors to reception.</p> <p>Low supply of soap.</p>	<p>M</p>	<p>Hand sanitiser available at the school entrance and all priority areas</p> <p>Bins in classrooms</p> <p>Students to be reminded to bring disposable tissues in to implement the 'catch it, bin it, kill it' approach.</p> <p>Tissues and sanitiser to be available in classrooms for use if required.</p> <p>Stock check and ordering schedule reviewed and order made.</p>	<p>15/06/20</p>	<p>L</p>
	<p>3.5 Sufficient time is available for the enhanced cleaning regime to take place.</p>		<p>M</p>	<p>Morning cleaners to prioritise allocated teaching zones by 7.30am and then move on to general zones.</p>	<p>w/c 15/6/20</p>	<p>L</p>
	<p>3.6 Waste disposal process in place for potentially contaminated waste.</p>		<p>M</p>	<p>Contaminated waste bags and containers - kept closed and stored separately from communal waste for 72 hours</p>	<p>Collections resumed w/c 1/6/20</p>	<p>L</p>

Classrooms	4.1 Removed from partial-opening guidance.					L
	4.2 Classrooms have been re/arranged to allow as much space between individuals as practical.			<p>Classrooms to be re-configured as teachers see fit to facilitate teaching and learning. Where possible, 2m should be left between teaching space and students, however each staff member to manage their own risk</p> <p>Seating plans should be maintained for all lessons and registers / seating plans for clubs in order support and track and trace activity required.</p> <p>Lessons should be taught with windows and doors open to maximise ventilation (excl. room 5 – see below). Air conditioners to be used in line with prevailing HSE guidance.</p> <p>Room 5 fan upgraded during September '20 - this room can be used</p>	01/09/20	

	<p>4.5 Removed from September 2021</p> <p>4.6 Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p>		<p>M</p> <p>L</p>	<p>Sanitising wipes should be continued to be used.</p> <p>Students requiring use of school technology should be given appropriate cleaning materials to ensure equipment wiped down after use - teachers will need to prompt at end of lessons.</p> <p>Handwashing reminders already in place – per previous point other signage will be in place.</p> <p>Sanitising reminders will be outside every classroom, along with hand sanitiser.</p>		
Staffing	<p>5.1 Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.</p>		<p>H</p>	<p>Teaching & Support staff expected to be in full attendance, subject to risk assessments where required. Support staff will be</p>	<p>Ongoing</p>	<p>M</p>

	<p>Including at least one of the following:</p> <ul style="list-style-type: none"> • First aider • Designated Safeguarding Lead (DSL) • SENCO • Caretaker/site member • Office staff member 	<p>First Aiders unable to work on site.</p>	<p>H</p>	<p>able to reintroduce rota if outbreak but above minimum requirements.</p> <p>All staff are entitled to an individual risk assessment and individual protocols implemented where required.</p> <p>First Aid primary and secondary cover will revert to normal procedure or alternate notified as an exception. DSL will be available. SENCO available, team and office members available.</p>	<p>5/11/20</p>	<p>L</p>
	<p>5.2 Approach to staff absence reporting and recording in place. All staff aware.</p>		<p>L</p>	<p>Staff absence reporting protocol in place</p>	<p>19/05/20</p>	<p>L</p>
	<p>5.3 Arrangements for staff who are working from home are in place (clinically extremely vulnerable).</p>		<p>M</p>	<p>N/A unless shielding advice changes – all staff currently expected to be in workplace. In the event that this changes, ongoing communication in place – blended learning</p>	<p>19/05/20</p>	<p>L</p>

	<p>5.4 Risk assessments in place for those staff who were previously working from home due to shielding, (clinically vulnerable and/or living with someone in these groups), and appropriate arrangements for mitigating risk are identified.</p>			<p>procedure implemented and staff working from home where required to isolate / shield</p> <p>Risk assessments will be updated on request for those previously advised to remain at home for medical reasons or with risk factors that are of concern to them.</p> <p>Risk assessments will continue to be reviewed as guidance changes.</p>		
	<p>5.5 Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads)</p>		L	Ongoing process in place	Ongoing	L
	<p>5.6 Consideration given to staff clothing expectations and information shared with staff</p>		L	Staff clothing expectations per standard, although additional appropriate layers may be required during winter months		

	5.7 Approaches for meetings and staff training in place.		L	Staff meetings / training / briefing will be held in the hall so staff can socially distance. Where possible a hybrid option will be available. Where not possible, then staff may choose to opt out of attending.		L
	5.8 Consideration given to staffing roles and responsibilities with regards to contingency remote provision alongside in-school provision.		L	Teaching staff who are isolating, but well, will be expected to teach remotely via Teams Video. A second member of staff will be available in the room to supervise students. Teaching staff who are unwell will be expected to set cover in accordance with our current protocols		
	5.9 Consideration given to the options for redeployment of staff to support the effective working of the school. 5.10 If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.		L	Redeployment not required at current staffing levels.	15/06/20	L

	<p>5.11 Approach to support wellbeing, mental health and resilience in place, including bereavement support</p> <p>5.12 How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>		M	<p>Staff are aware of available support and advice for schools and pupils 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>Regular updates on resources distributed by Pastoral lead</p> <p>We subscribe to InnovateWellbeing Service and employees can ask for referral as required.</p>	Ongoing	L
	<p>5.13 Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.</p>		M	<p>Arrangements for access home testing communicated to staff</p>	19/05/20	L
	<p>5.14 The approach for inducting new starters has been reviewed and updated in line with current situation.</p>		M	<p>Inset days going ahead as planned.</p>		

5.15 Return to school procedures are clear for all staff.		L	Communicated w/e 16/7/21		L
5.16 Removed for Sep '21		L	All completed	01/09/20	L
5.17 Any staff contracts that need to be issued, extended or amended considering the current situation have been.		L	Completed	31/05/20	L
5.18 Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.		L	No ongoing HR issues.	N/A	L
5.19 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.		M	Check with the contractor any requirements their employer has specified before visit. Share school protocols. Visitors should sign in Inventory touch screen - re-enabled April '21 with hand sanitisers	Ongoing	L
5.20 Arrangements in place for any employed adults delivering learning in school e.g. sports coaches, music tutors, forest		M	Separate risk assessment is prepared for any proposed learning in school –	Ongoing	L

	school leaders. Protocols and expectations shared.			including peripatetic music teachers. No other external provider should be arranged without a risk assessment		
Social Distancing	<p>6.1 Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> • Staggered school drop off/pick up times and locations (if possible) • Staggered or limited amounts of moving around the school/ corridors • Classroom design • Ensure children and young people always stay in the same groups on each day and do not mix on subsequent days. • Break and lunch times are staggered. Plans for social distancing during these times in place. • Toilet arrangements 		H	<p>Social distancing not required for students from September '21, however designated entrance / exit points and toilets will remain in place.</p> <p>One way system around quad, Vernon Harcourt stairs, Anstee Building stairs and Bancroft Building will remain in place to ease congestion</p>		
	6.2 Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.		H	Safe use of public transport is the student and parental responsibility in line with the prevailing		L

				government guidelines as they change. Information regarding buses communicated to parents and ongoing liaison with transport providers in terms of school responsibilities.		
	6.3 Approach to avoiding young people entering school congregating and breaching social distancing is in place.			Requirement removed for September '21		
	6.4 Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.			Requirement removed for September '21		
	6.5 Approach to assemblies – if still occurring, plan in place to manage social distancing.			Assemblies to recommence September '21 per Government guidance		
	6.6 Social distancing plans communicated with parents, including approach to breaches.			Requirement removed for September '21		
	6.7 Designated outside space per group			Requirement removed for September '21		

Catering	6.8 Arrangements in place to provide food on site, including the requirement of free school meals.	School kitchen has been closed.	M	School catering will resume with normal offering (no pre-order system)		L
	6.9 Arrangements for the continued provision of FSMs for children not attending school are in place.		H	Provision remains in place for FSM students not in school to receive vouchers	31/08/21	L
	6.10 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.			Requirement removed for September ' 21 however Year 7 will commence lunch at 12.25pm.		
PPE & First Aid	7.1 PPE requirements understood and appropriate supplies in place. 7.2 Long term approach to obtaining adequate PPE supplies in place.		H	Higher quality PPE in situ for first aid purposes and ongoing stock check in place. Staff and students may choose to wear masks in corridors, classrooms and other areas where	12/06/20 & ongoing in line with guidance changes	L

				they cannot social distance.		
	7.3 Social distancing and hygiene control measures must be maintained so far as is reasonably practicable when providing first aid e.g. limiting numbers in first aid rooms, cleaning the area after treatment, PPE for first aiders and thorough hand washing. PPE can include masks, gloves, aprons, goggles, or face shields. All first aid equipment will always be accessible.		H	First aid rooms to continue to be available for non-suspected Covid 19 cases: Pillows & blankets only to be used on non Covid symptom students if absolutely necessary and disposable pillow cases used.	15/06/20	L
Response to suspected/ confirmed case of COVID19 in school	7.4 Approach to confirmed COVID19 cases in place: during school day <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 • 		H	Lead first aider for the day should be notified Meeting Room 1 in the Vernon Harcourt building (formerly Room 3 to) be used as designated isolation room per protocol PPE should be used by first aider and cleaning staff Stringent protocol to be communicated to parents regarding treatment of symptomatic staff or	Policy updated and distributed as required	L

				<p>students and expectation of immediate collection, testing and isolation Engagement with test & trace process will be required.</p> <p>All test results to be logged on Test Register</p> <p>Close contracts will be identified by the NHS test and trace service.</p>		
	<p>7.5 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 		H	<p>Per in school hours protocol. Staff expected to engage with track and trace policy in line with vaccination status as this will not be held by School.</p>		L
Pupil Re-orientation	<p>8.1 List of all critical worker parents up to date, including those who haven't yet taken up the offer of provision.</p>		L	<p>Requirement removed on full opening.</p>		

back into school after a period of closure/ being at home	8.2 Approach and expectations around school uniform determined and communicated with parents.		M	Normal school uniform to be worn. Expectation during winter months that school kit (e.g. hoodies) only be worn as additional layers.		L
	8.3 Changes to the school day/timetables shared with parents.		L	N/A		L
	8.4 All students instructed to bring a water bottle each day. Water fountains cleaning arrangements in place.		M	Included in enhanced cleaning and hand sanitiser & notices placed next to units.		L
	8.5 Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff. 8.6 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.		M	N/A for September '21 although Academic work has continued and celebration of achievements through weekly newsletter, social media, etc.		
	8.7 Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.		M	Regular updates provided regarding mental health wellbeing, support services.	19/05/20	L

				Renew counselling has been ongoing and students / staff made aware of availability. Bereavement document has been updated. Ongoing support through pastoral and DSL team will be in place		
	8.8 Re-orientation support for school leavers is developed.		M	Support will be in place for results days and next steps	08/07/20	
	8.9 Consideration of the impact of COVID19 on families and whether any additional support may be required: <ul style="list-style-type: none"> • Financial • Increased FSM eligibility • Referrals to social care and other support • PPG/ vulnerable groups 		M	All have been ongoing	19/05/20	L
Re-opening	9.1 All students have access to technology and remote learning offer is available as contingency as needed 9.2 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 positive Covid-19 case	M	Remote learning contingency available and used as needed	08/07/20	

	9.3 Intelligence around critical worker parents – numbers intending to take up provision is known.			Requirement removed on full opening		
Transition into new year group What will need to be different this year because of COVID19?	10.1 Online/ website support for families and young people around transition.		L	Newsletter in place, welcome meetings held and buddies assigned		
	10.2 Plan for transitions between school years Primary to Secondary <ul style="list-style-type: none"> • Vulnerable children • Children with SEND • Physical and sensory needs, including adaptations, equipment etc (lead in times) • Post 16 • School Leavers 		M	Plans completed for primary to secondary transfers Book returns co-ordinated with leavers. Support will be available for GCSE and A level results days	09/07/21	L
Safeguarding	11.1 Individual CYP's risk assessments are in place and welfare checks being undertaken.		M	Review risk assessments for children to ensure they reflect any changes due to reopening arrangements for eligible year groups	Ongoing	L
	11.2 Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.		M	MyConcern has been available throughout school closure. Ongoing distribution of materials relating to student wellbeing by Pastoral lead.	Ongoing	L

	11.3 Updated Child Protection Policy in place.		M	Adopted most recent Protection Policy	08/07/20	L
	11.4 Work with other agencies has been undertaken to support vulnerable CYP and families.		H	Ongoing with social care/school nurse/ CARA/D-BIT and many others.	Ongoing	L
	11.5 Consideration given to the safe use of physical contact in context of managing behaviour.		M	Review individual consistent management plans to ensure they include protective measures.	Ongoing	L
Curriculum / learning environment	12.1 Current learning plans, revised expectations and required adjustments have been considered.		M	Students identified by AHT Pastoral, YLs and SENCo as requiring immediate support will have adjustments made upon their return. Further adjustments will take effect after a period of monitoring and evaluation in the autumn term	Ongoing	L
	12.2 Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place? 12.3 Each activity should be risk assessed and should not be run unless the risks can be mitigated • PE			Requirement removed for September '21		

	<ul style="list-style-type: none"> • Practical science lessons • DT/ FT 					
	<p>12.4 Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> • Wellbeing curriculum • recognising ‘non-curriculum’ learning that has been done • capturing pupil achievements/ outcomes • Utilising DfE ‘catch up’ funding • Contingency remote learning plan 		M	staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.	Ongoing	L
	<p>12.5 Student behaviour policy reviewed to reflect current circumstances.</p>		M	New temporary Home School Agreement signed for each CYP as an addendum to existing Behaviour Policy	Ongoing	L
	<p>12.6 Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan</p>			Training held for Students and Parents July ‘ 21		
CYP with SEND	<p>13.1 Approach to provision of the elements of the EHCP including health/therapies.</p>		H	Ongoing under SENCO review	Ongoing	L

	13.2 Annual reviews.		M	In place.	19/5/20	L
	13.3 Requests for assessment.		L	Will be handled per normal procedure.	Ongoing	L
Attendance	14.1 Approach to promoting attendance for all year groups determined, including those who may be anxious		L	Expectations clearly communicated home and close monitoring from attendance officer and YLs.		L
	14.2 Approach to support for parents where rates of persistent were high before lockdown.		L	All students of concern are supported whether PA or not.	19/5/20	L
Communication	15.1 Information shared with staff around the full re-opening plan, returning to site, amendments to usual working patterns/practices and groups.		M	Ongoing	Ongoing	L
	15.2 Governors consulted on full opening plans Union reps consulted on full opening plans Risk assessment published on website		M	Ongoing		L
	15.3 Communications with parents: <ul style="list-style-type: none"> • Plan for full opening • Social distancing plan 		M	Ongoing		L

	<ul style="list-style-type: none"> Wellbeing/ pastoral support/ support Attendance Uniform Transport Behaviour Test and trace Staggered end times Expectations when in school Contingency plans 					
	<p>15.4 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 		H	Ongoing		L
	<p>15.5 On-going regular communication plans determined to ensure parents are kept well-informed</p>		M	Ongoing communication	19/05/20	L
	<p>16.1 Meetings and decisions that need to be taken prioritised.</p>		M	Virtual governing body meetings – schedule agreed at Management	20/5/20	L

				Committee meeting held 20/5/20. Schedule in line with statutory requirements.		
Governors/ Governance	16.2 Governors are clear on their role in the planning and full opening of the school, including support to leaders.		M	Discussed at virtual meetings. Weekly updates shared with Governors or ad hoc as pertinent.	Ongoing	L
	16.3 Approach to communication between Leaders and governors is clear and understood.					
	16.4 Certain aspects of governance are on-hold in order to deal with the immediate situation, these are agreed and clear with all governors and there is a plan for when these will be reviewed and potentially reinstated.		M	Schedule of revised governor meetings published and agreed. Statutory requirements being followed with regards to formal reviews and sign offs, however other aspects such as site visits are on hold.	20/5/20	L
School events, including trips	17.1 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.		M	All trips and visits under ongoing review, including cut off dates for withdrawal / payments, etc. As at May 17 th ' 21, all trips reviewed on case by case basis for adequate Covid	17/05/21	L

				procedures and financial protection.		
Finance	18.1 Additional costs incurred due to COVID19 are understood and clearly documented.		H	All cost drivers understood and documented by finance team – initially estimated and then documented as finalised	19/05/20	M
	18.2 Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM		H	DfE reimbursement process applied for – further claim expected Spring term	Spring '21	
	18.3 Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.		H	All documented.	Ongoing.	M
	18.4 Insurance claims, including visits/trips booked previously.		H	All claims to date filed and being tracked.	01/07/21	L
	18.5 Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering 		M	Waste disposal resumed w/c 1/6/20 All other services continued during school closure. Catering to be resumed with normal service from September '21		L

	18.6 Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.		L	Per normal procurement policy.	19/05/20	L
Before and after school clubs	Approach in place for before/after school clubs implements the necessary protective measures including restricted attendance			Requirement removed September '21	Ongoing	
Testing	Test kits are securely stored and distributed to staff and students		L	Staff (self-testing) Test kits are stored in main office and distributed as required.	Ongoing	L
	Staff and students are aware of how to safely take and process the test. Shared 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 Staff and students are aware of how to report their test results to school and to NHS Test and Trace.		L	Staff have been issued with instruction leaflet and an internal email regarding the process. Students and parents have been provided with information on the testing process for the lateral flow testing happening Results to be reported via Test Register	Ongoing	L
	Process in place to monitor and replenish test supplies		L	Ongoing		L