



## COVID19: Full Opening Risk Assessment and Action Plan (HT2 Update)

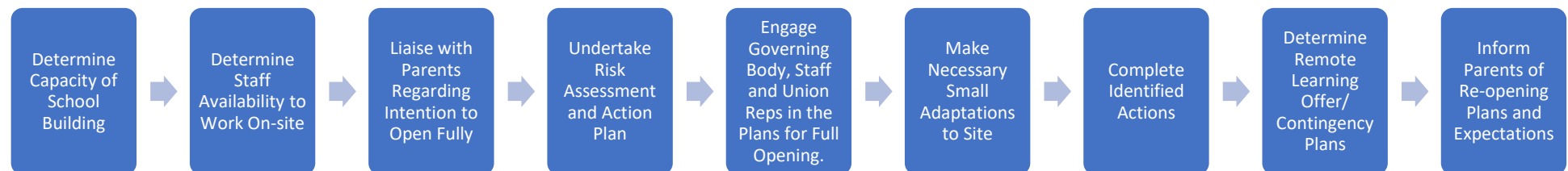
### Purpose of this document:

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 ensure the school continues to operate in a safe way.

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

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

### Steps of Full Opening Preparation:



## Risk Assessment/ Action Plan Sections:

Engagement.....	4
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School events, including trips .....	Error! Bookmark not defined.
Finance.....	Error! Bookmark not defined.

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<b>Preparing Buildings and Facilities</b>	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> <li>• Water treatments</li> <li>• Fire alarm testing</li> <li>• Repairs</li> <li>• Grass cutting</li> <li>• PAT testing</li> <li>• Fridges and freezers</li> <li>• Boiler/ heating servicing</li> <li>• Internet services</li> <li>• Any other statutory inspections</li> <li>• Insurance covers reopening arrangements</li> </ul>	<p>None</p> <p>Skanska &amp; kitchen manager have continued to fully operate on the premises daily</p>	L	N/A	Ongoing	Low
	<p>Office spaces re-designed to allow office-based staff to work safely.</p>	<p>Office does not allow for adequate space between staff members, no windows for ventilation.</p>	M	<p>Staff working from home until necessary. Those office/admin staff in school are working on rota as part of internal Phase 4 planning.</p> <p>Staff instructed regarding social distance on full return</p> <p>Offices to be ventilated based on 5 November</p>	<p>20/05/20</p> <p>02/09/20</p> <p>06/11/20</p>	<p>Low</p> <p>Low</p>

				updated control measures		
	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, stair cases and on main street. Social distancing unlikely to be maintained.	M	Furniture from lower street cleared. 1 & -meter markers are present on floors in the main street. Lanes of travel indicated by signage and arrows. Stairs by pupil services are marked for upwards travel. Stairs by canteen are marked for downwards travel. Lanes marked outside for entry/exit. Signage in place.  Reminder sent to parents/carers following the new restrictions	05/06/20  05/11/20	Low
	Consideration given to premises lettings and approach in place.		M	No lettings until further notice	15/05/20	Low
	Consideration given to the arrangements for any deliveries.		L	Majority of deliveries take place before majority of population are on site	Ongoing	Low
<b>Engagement in Risk Assessment and Planning</b>	Risk assessment process fully engages staff, governing body and union representatives.			Opening plans shared with key stakeholders	Govs = 07/07 SLT = 08/07 Unions = 08/07 Staff = 14/07 Staff = 01/09	Low

<b>Emergency Evacuations</b>	<p>Evacuation routes are confirmed, and signage accurately reflects these.</p> <p><i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i></p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	Evacuation routes would cause multiple groups/bubbles of people to come into contact.	M	<p>Revised evacuation procedure and share with all staff and children.</p> <p>Fire drill</p>	<p>Email sent to all staff</p> <p>Plan for FULL reopening (September to be considered)</p> <p>September drill 30/09</p>	Low
<b>Cleaning and waste disposal</b>	<p>Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non-healthcare settings guidance.</u></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. All rooms signed off on door after deep clean.</p> <p>Hand towels and handwash are to be checked and replaced as needed by Skanska</p> <p>Enhanced cleaning regime for toilet facilities particularly</p>	Daily	Low

				door handles, locks and toilet flush.  Alcohol wipes provided for classrooms on upper floor where there is student movement.		
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.		L	Churchill staff are on site daily. The school has doubled the amount of daily housekeepers	Daily 02/09/20	Low
	Adequate cleaning supplies and facilities around the school are in place.  Arrangements for longer-term continual supplies are also in place.	No hand sanitiser for visitors to reception.  Low supply of soap.	M	PPE requirements (sanitiser and soap) understood and appropriate supplies already in place (AWI)  Sanitiser & tissues in every room for reopening in September.  36 fixed sanitiser stations around school	15/05/20  01/09/20  01/09/20	Low
	Sufficient time is available for the enhanced cleaning regime to take place.		M	Rooms signed off and locked after deep clean by Churchill  Clear rota and process in place daily.	15/05/20  02/09/20	Low

	Process in place for safe removal and/or disposal of face masks.		M	Skanska will remove waste safely as required.	Ongoing	Low
Classrooms	<p>The number of staff and CYP that can use each room at any one time has been determined according to the physical capacity of the school site. NB: up to 15 per group.</p> <p>Removed in line with full opening guidance.</p>		L	<p>Year 7, 8 and 9 placed in groups of 30 (based on EBacc groupings)/ Teaching on the lower floor only. Lower School staff bubble of 25. Students will mix in year group size bubbles at breaks</p> <p>Upper school will be in year group bubbles. Teaching on the upper floor only with a different bubble of teachers (30).</p>	09/07/20	Low
	<p>Classrooms have been re/arranged to allow as much space between individuals as practical. Furniture arranged to minimise contact as much as possible e.g. Desks side by side, facing front, where age appropriate.</p>		H	This happened following changes to the behavior plan in February.	05/06/20	Low

	<p>Appropriate resources are available within all classrooms Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: <a href="#">sharing of equipment should be limited to the bubble</a>. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance]</p> <p>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>No COVID19 information posters currently in place. Limited reminders/awareness for children.</p>	<p>M</p> <p>M</p>	<p>Deep clean of all classrooms conducted. Those rooms not identified for use are locked. Daily schedule for cleaning.</p> <p>Safety Posters and appropriate signage displayed on electronic screens and walls</p>	<p>Daily</p> <p>05/06/20</p>	<p>Low</p> <p>Low</p>
<b>Staffing</b>	<p>Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT and office/admin staff.</p> <p>Including at least one of the following:</p> <ul style="list-style-type: none"> <li>• Designated Safeguarding Lead (DSL)</li> <li>• SENCO</li> <li>• Site Team</li> <li>• Office staff member</li> </ul>		<p>H</p> <p>H</p>	<p>Staff audit re available to work on-site from 1st June</p> <p>As staff expected to return.</p>	<p>15/05/20</p> <p>25/05/20</p>	<p>Medium</p> <p>Low</p>
	<p>Approach to staff absence reporting and recording in place. All staff aware.</p>		<p>L</p>	<p>IHO has written to all staff members</p>	<p>17/03/20 14/05/20</p>	<p>Low</p>



	<p>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><del>Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.</del></p>	<p>Staff that were shielding will return to school, this year group are less likely to socially distance.</p>	<p>H</p>	<p>Arrangements made to teach year group within bubbles</p> <p>AWI/KHI to complete risk assessment for those staff returning from shielding (deadline 17/07/20)</p> <p>Updated individual health risk assessment form received from LA and shared with Business manager</p>	<p>09/07/20</p> <p>Action complete 01/09/20</p> <p>08/11/20</p>	<p>Low</p>
	<p>Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.</p>	<p>Mass absence results in full closure</p>	<p>M</p>	<p>SLT to be flexible in working patterns on site</p> <p>Staff reminded on sickness absence procedures</p>	<p>17/03/20 14/05/20 02/09/20</p>	<p>Low</p>
	<p>Consideration given to staff clothing expectations and information shared with staff. <del>to ensure clothes worn are easily washable (e.g. no ties).</del></p>		<p>L</p>	<p>Communication to be sent to confirm expectations</p>	<p>14/07/20</p>	<p>Low</p>
	<p>Approaches for meetings and staff training in place.</p>		<p>M</p>	<p>All meeting/training to be completed online or appropriately distanced until further notice</p>	<p>15/05/20</p>	<p>Low</p>
	<p>Consideration given to the options for redeployment of staff</p>					

	<p>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>Staffing roles and responsibilities with regards to the contingency <del>continued</del> of remote provision alongside in-school provision agreed and communicated.</p>	<p>TA s are required to lead some groups as not enough teachers on site to cover numbers.</p>	<p>M</p> <p>M</p> <p>M</p>	<p>Appropriate monitoring and support by SLT</p> <p>Contingency plan to be drafted and shared by the end of September.</p>	<p>Ongoing</p> <p>TBC</p>	<p>Low</p> <p>Low</p> <p>Low</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  <a href="https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx">https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx</a></p> <p>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements (KHI)</p>	<p>15/05/20 02/09/20</p>	<p>Low</p>
	<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>M</p>	<p>IHO/AWI have registered for the establishment (employer portal) for COVID-19 testing</p>	<p>09/07/20</p>	<p>Low</p>

				<p>Process, links and forms circulated to all staff by email alongside self-isolation paperwork</p> <p>10 tests to be delivered</p> <p>Further tests requested</p>	<p>01/09/20</p> <p>02/11/20</p>	
	The approach for inducting new starters has been reviewed and updated in line with current situation.		L	<p>The next starters are due to in June.</p> <p>All staff in place</p>	08/06/20	Low
	Any staff contracts that need to be issued, extended or amended considering the current situation have been.		L	AWI to review	<p>01/06/20</p> <p>Actions completed 14/06/20</p>	Low
	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.		L	IHO in weekly communication with HR advisor and Juniper Education	Ongoing	Low
	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p><b>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</b></p>		M	<p>Check with the contractor any requirements their employer has specified before visit. Share school protocols (AWI/Skanska)</p> <p>AWI holds weekly conference calls with Skanska/ECC</p>	15/05/20	Low

				<p>All staff to wear PPE in communal areas. Expectations shared 05/11/20</p> <p>The school to provide a small daily contingency of face coverings.</p>	<p>05/11/20</p> <p>05/11/20</p>	
	<p>Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.</p>		M	<p>No externally employed adults on site until further notice</p>	<p>Immediate</p>	<p>Low</p>
<b>Group Sizes</b>	<p><del>Class groups/ bubbles have been determined in accordance with the principle of limiting social interaction. of small, consistent groups of CYP, that can remain separate from other people and groups.</del>  NB: Up to 15 pupils in any one group.</p> <p>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.</p>		M	<p>Year 7, 8 and 9 placed in groups of 30 (based on EBacc groupings)/ Teaching on the lower floor only. Lower School staff bubble of 25. Students to mix in year group bubbles at break.</p> <p>Upper school will be in year group bubbles. Teaching on the upper floor only with a different bubble of teachers (30).</p>	<p>09/07/20</p> <p>August Letter to parents</p>	<p>Low</p>
	<p><del>Vulnerable and critical worker group sizes determined.</del></p>			<p>Disbanded</p>		

	NB: with peers where possible.					
	Staffing allocations to groups determined, <b>minimising contact with multiple groups as much as possible.</b> <del>and any solutions to insufficient staffing numbers.</del>		L	New timetable developed. Staff bubbles	09/07/20	Low
<b>Social Distancing</b>	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> <li>Staggered school drop off/pick up times and locations (if possible) <b>without reducing teaching time</b></li> <li><b>Staggered or limited amounts of moving around the school/ corridors</b></li> <li>Classroom design</li> <li>Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches</li> <li>Toilet arrangements</li> </ul>	Secondary school curriculum means multiple teachers and classrooms	M	<p>Organise the school into zones per bubble, to reduce movement and interaction between bubbles in corridors and communal spaces.</p> <p>Plan to be shared with all key stakeholders.</p>	09/07/20	Low
	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.		M	IHO Letter	02/06/20 17/07/20	Low (out of our control)
	Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.		H	On arrival, students move straight to "Home Room" and sit at named table and wait	09/07/20	Low

				for rest of class to arrive/class to begin.  Staggered Start for Upper/Lower School		
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.		H	Handwashing and cleaning (if needed)  Conversations with parents  Risks assessments and individualised approach in place for students who might struggle to follow expectations  Development, launch and sharing of new behaviour appendix of behaviour policy	01/09/20	Low
	Approach to assemblies – if still occurring, plan in place to manage social distancing.	Currently assemblies are cancelled. Bringing all children together for assembly would breach the bubble arrangements.	M	Assemblies are within class/year group bubbles from September	09/07/20 02/09/20	Low
	Social distancing plans communicated with parents, including approach to breaches.		H	IHO to send letter of expectation to parents/carers. This to be verbally communicated to students on arrival to premises	02/06/20 17/07/20	Medium
	Arrangements in place for the use of the MUGA, including		M	No ball games No equipment in use	01/06/20 01/09/20	Low

	equipment.					
<b>Catering</b>	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.		L	Liaise with catering team re availability to provide multiple break times to aid social distancing  Kitchen to provide hot or cold meals for children.	Ongoing	Low
	Arrangements for the continued provision of FSMs for children not attending school are in place.		L	Continued use of Edenred scheme (AWI/MUP)	Ongoing	Low
	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.		M	Staggered plans shared with all stakeholders  Reinforced with staff	01/06/20  02.09/20	Low
	Arrangements for food deliveries in place  Summer Holiday Food vouchers for eligible CYP ordered.		L	Majority of deliveries take place before school starts  Confirmation of order	Ongoing  10/07/20	Low
<b>PPE</b>	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.		M	The majority of staff in education settings will not require PPE beyond what they would normally need for their	01/06/20	Low

				<p>work, even if they are not always able to maintain a distance of 2m from others.</p> <p>The exception to this is if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home.</p> <p>Following the change of guidance on 26<sup>th</sup> Aug, a letter from Headteacher sent home regarding face coverings being optional</p> <p>Face coverings mandatory in all communal areas for students and staff unless exempt</p>	<p>Letter 26/08/20</p> <p>Email to staff 26/08/20</p> <p>05/11/20</p>	
<p><b>Response to suspected/ confirmed case of COVID19 in school</b></p>	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> <li>• Which staff member/s should be informed/ take action</li> <li>• Area established to be used if an individual is displaying symptoms</li> </ul>		H	<p>The headteacher/Deputy Headteacher and Business Manager should be made aware immediately.</p> <p>The kitchen end of the training room should be</p>	<p>03/06/20</p>	<p>Medium</p>



	<p>during the school day and needs to be isolated</p> <ul style="list-style-type: none"> <li>• Cleaning procedure in place</li> <li>• Arrangements for informing parent community in place</li> </ul>			<p>utilised rather than being in the main office.</p> <p>IHO to communicate to staff</p>	14/07/20	
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> <li>• Approach to relocating CYP away from certain parts of the school to clean, if possible</li> <li>• Cleaning procedure in place</li> <li>• Arrangements for informing parent community in place</li> </ul> <p>Process in place to engage with the Test and Trace and contract tracing process. Refer to ECC and public health guidance for more information.</p>		H	As above	<p>01/06/20</p> <p>14/07/20</p> <p>Ongoing</p>	Low
<b>Pupil Re-orientation</b>	List of all critical worker parents up to date, including those who haven't yet taken up the offer of provision.		L	Adele to contact parents and update list	Ongoing	Low
<b>back into school after a period of closure/ being at home</b>	Approach and expectations around school uniform determined and communicated with parents.		L	TBC	<p>02/06/20</p> <p>08/06/20</p>	Low

	Changes to the school day/timetables shared with parents.		L	TBC	02/06/20	Low
	All students instructed to bring a water bottle each day. Water fountains <del>not in use or strict social distancing</del> and cleaning arrangements in place.		M	Water fountains to be taken out of action  Water can be used however headteacher has advised students bring own bottles of water	01/06/20  July 2020 Letter	Low
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.		M	Support guidance regularly sent out to parents/carers	Fortnightly	Low
	Consideration of the impact of COVID19 on families and whether any additional support may be required: <ul style="list-style-type: none"> <li>• Financial</li> <li>• Increased FSM eligibility</li> <li>• Referrals to social care and other support</li> <li>• PPG/ vulnerable groups</li> </ul>		M	School staff to phone the parent/carer of  every child. Concerns raised via IHO/NBA	Fortnightly	Low
<b>Partial Re-opening</b>	All students have access to technology and remote learning offer.  Blended approach between physical and remote learning developed, including support for		M	LA providing technology for under social care umbrella DfE in process of providing technology for Year 10 FSM		Low

	those CYP who are shielding/ clinically vulnerable.					
	Intelligence around critical worker parents – numbers intending to take up provision is known.	Increased numbers of critical worker children – means fewer children in eligible year groups can return	M	Adele to contact parents and update list	Ongoing	Low
<b>Transition into new year group</b>	Online/ website support for families and young people around transition.		M	USP college providing bridging unit work for 11 to 12 transition.  Virtual tour to be developed by RM for new Year 7 in absence of transition visit.	Ongoing	Low
<b>What will need to be different this year because of COVID 19?</b>	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"> <li>• Primary to Secondary</li> <li>• Children with SEND</li> <li>• School Leavers</li> </ul>		M	CPR ASHE have agreed Year 6 not to be on site until September.  Normal information gathering for new cohort is underway via communication with Year 6 teachers.	Ongoing	Low
<b>Safeguarding</b>	Individual CYP's risk assessments are in place and welfare checks being undertaken.  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.	CYP previously deemed to be safer at home and family are anxious about returning to school.	M	Review the CYP's risk assessment to identify any support or arrangements needed for their return to school.	Weekly	Low

	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.		M	Staff refresher training session on processes and procedures and the revised wellbeing material.	02/09/20	Low
	Updated Child Protection Policy in place.		H	Adopted most recent Child Protection Policy	COVID-19 Safeguarding Addendum added  New 2020 policy to be shared with staff 02/09/20	Low
	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP and families to return to school.		M	DSL/DDSL in constant contact with external agencies	Ongoing	Low
	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.		M	KHI to review individual consistent management plans to ensure they include protective measures.	August 2020	Low
<b>Curriculum / learning environment</b>	Current learning plans, revised expectations and required adjustments have been considered.		M	TBC once decision has been made on what education will look like for Year 10  EBacc focus from 15/06	01/06/20	Low
	Consideration has been given to what activity is more difficult/ not			Any Year 10 teaching that take place will place in "home" room		Low

	<p>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"> <li>• PE</li> <li>• Practical science lessons</li> <li>• DT</li> </ul>		M	<p>to limit movement around the school. Max size of 15.</p> <p>No practical subjects in first instance.</p>	01/06/20	
	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> <li>• Wellbeing curriculum</li> <li>• recognising 'non-curriculum' learning that has been done</li> <li>• capturing pupil achievements/ outcomes</li> <li>• utilising the DfE 'catch-up' funding and programmes</li> </ul>		L  L	<p>Staff are directed to implement front of classroom delivery style and aware of how best to provide students with additional support.</p> <p>School to implement plan for 70+ hours a fortnight of 1:1/small group</p>	01/06/20  02/09/20	Low  Low
	<p>Student behaviour policy reviewed and amended where necessary in line with the current circumstances.</p>		M	<p>Expectations communicated with parents/carers</p> <p>Orientation assemblies at the start of each HT for students</p>	01/06/20  02/11/20	Low
				<p>Enrichment and sports clubs cancelled until further notice in line with DfE guidance</p>	05/11/20	Low

<b>CYP with SEND</b>	Approach to provision of the elements of the EHCP including health/therapies.		M	Risk assessments completed and reviewed fortnightly by KHI. Those deemed more vulnerable accepted into daily school supervision	Fortnightly	Low
	Annual reviews.		L	Will be directed by DHA/KHI as appropriate	Ongoing	Low
	Consider any CYP who may need support with their return to school and consult with the family and other agencies involved. Including any support required for CYP to understand new rules i.e. social distancing.		L	Will be directed by DHA/KHI as appropriate	Ongoing	Low
<b>Attendance</b>	Approach to promoting and supporting attendance for prioritised all-pupils determined, including those who may be anxious.		L	Letters to be sent to parents/carers	July Letter	Low
<b>Communication</b>	Information shared with staff around the full opening plan, returning to site, amendments to usual working patterns/practices and groups.		L	Presentation made to MLG Presentations shared with all staff	Last week of term  As above	Low
	Governors consulted on full opening plans.		L	Reopening proposal shared with governors	July 2020	Low
	Union representatives consulted on full opening plans.		L	Reopening proposal shared with MSW/RSW	July 2020	Low

	<p>Risk Assessment published on website, where more than 50 staff.</p>		L		01/09/20	Low
	<p>Communications with parents on the:</p> <ul style="list-style-type: none"> <li>• Plan for <del>partial re-opening</del> full opening</li> <li>• Social distancing plan</li> <li>• Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning</li> <li>• Attendance</li> <li>• Uniform</li> <li>• Transport</li> <li>• Behaviour</li> <li>• Test and trace</li> <li>• Staggered start and end times</li> </ul> <p>Expectations when in school and at home (if self-isolating is necessary)</p>		M		<p>Regular emails July Letter August Letter LA Open Letters</p>	Low
<b>Governors/ Governance</b>	<p>Pupil communications around:</p> <ul style="list-style-type: none"> <li>• Changes to timetable</li> <li>• Social distancing arrangements</li> <li>• Staggered start times</li> <li>• Expectations when in school and at home (if self-isolating is necessary)</li> <li>• Travelling to and from school safely</li> </ul>					

	On-going regular communication plans determined to ensure parents are kept well-informed		M	Letters, website updates, social media	Ongoing	Low
<b>School events, including trips</b>	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	Appropriate action taken by IHO.  Parents/Carers written to.  Liaison with primary headteachers completed	Ongoing	Low
<b>Finance</b>	Additional costs incurred due to COVID19 are understood and clearly documented.		L	AWI to produce a summary sheet for IHO and governors	Ongoing	Low
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM		L	AWI to produce a summary sheet for IHO and governors	N/A	Low
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.		L	AWI to produce a summary sheet for IHO and governors	Ongoing	Low
	Insurance claims, including visits/trips booked previously.		L	AWI has submitted claims for NASA and Paris trips. Contacted LA regarding DofE  Holland 2021 tour cancelled	Ongoing	Low
<b>Transport</b>	Information shared with parents regarding pupils travelling to					Low



	school, encouraging walking and avoiding public transport as much as possible.		M	Reopening letter issued to parents	July Letter	
	Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible.		N/A		N/A	Low
	Support in place for CYP who have no alternative, to access public transport safely, adhering to social distancing protocols where possible.		M	Safe guidance provided	01/06/20	Low
	Arrangements in place with transport providers to support any staggered start/end times.		M		Ongoing	Low
<b>Remote Education Contingency Plan</b>	All students have access to technology and remote learning offer is available to be switched on as a contingency when needed.	Bubble needs to self-isolate because of a positive case of COVID19.	M	Remote learning contingency available and ready to be 'switched-on' when needed.	02/09/20	Low
	<del>Blended approach between physical and remote learning developed, including support for those CYP who are shielding/ clinically vulnerable.</del>					
	<del>Intelligence around critical worker parents — numbers intending to take up provision is known.</del>	<del>Increased numbers of critical worker children — means fewer children in eligible year groups can return</del>				
<b>Before and after school clubs</b>	Approach in place for before/after school clubs implements the necessary protective measures.		M	Clubs will be offered, however, expectations on safety will remain	02/09/20	Low

				Clubs will be cancelled in line with revised national; guidance	05/11/20	
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