

OCC COVID19: Reviewed January 2022 Risk Assessment and Action Plan

SCHOOL NAME: St Christopher's CE School

OWNER: Rachel Veeder and Sadie Fletcher

DATE: 20th January 2022 – **school fully back open after Christmas break and no longer on outbreak plan**

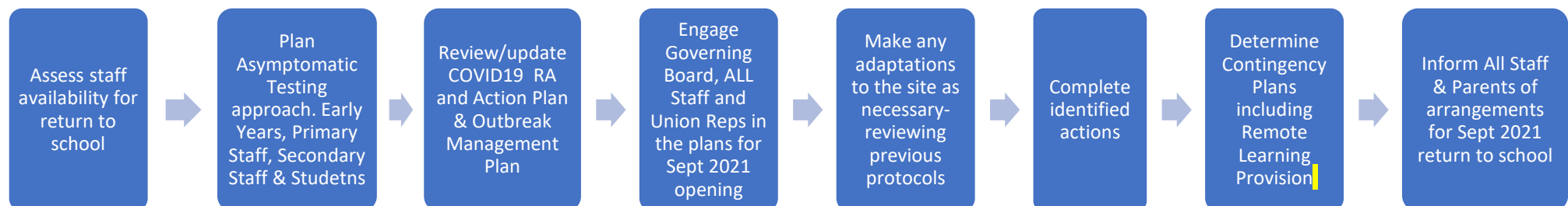
Purpose of this document:

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:



Risk Assessment/ Action Plan Sections:

Engagement in Risk Assessment and Planning	Error! Bookmark not defined.
Site Arrangements	Error! Bookmark not defined.
Emergency Evacuations	Error! Bookmark not defined.
Cleaning and waste disposal	Error! Bookmark not defined.
Classrooms	Error! Bookmark not defined.
Staffing	Error! Bookmark not defined.
Group Sizes	Error! Bookmark not defined.
Social Distancing	Error! Bookmark not defined.
Transport	Error! Bookmark not defined.
Catering	Error! Bookmark not defined.
PPE	Error! Bookmark not defined.
Visors/face coverings	Error! Bookmark not defined.
Response to suspected/ confirmed case of COVID19 in school	Error! Bookmark not defined.
Remote Education Plan	Error! Bookmark not defined.
Safeguarding	Error! Bookmark not defined.
Curriculum / learning environment	Error! Bookmark not defined.
SEND PUPILS	Error! Bookmark not defined.
Attendance	Error! Bookmark not defined.
Communication	Error! Bookmark not defined.
Governors/ Governance	Error! Bookmark not defined.
School events, including trips	Error! Bookmark not defined.
Finance	Error! Bookmark not defined.

*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			RA reviewed by HT & SBM and Governors. Emailed to all staff and copies	Ongoing and to reflect updated in government guidance	
Site Arrangements Coronavirus: latest information and advice - HSE news	Review office space(s) to allow staff to continue to work safely.	Office allows for adequate space between staff members and there are windows for ventilation.	M	Window is open for ventilation when more than 1 person working in the office or new reception area	Daily	L
	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	Bottlenecks likely at entrance to school.	M	Entrance and exit via pedestrian gate. Parent wait for children outdoors outside each classroom. There is enough outside space to allow for distancing and good flow of people. Visitors / parents are asked not to enter the school site if they are displaying covid 19 symptoms. Parents can communicate with the school electronically or by phone if there are day to day issues. There are multiple hand sanitising stations located around the school and	Ongoing and to reflect updated in government guidance	L

				visitors are pointed to the sanitising station by the signing in book on arrival..		
	Review premises lettings and best practice approach, as required	Hall is used by third party users (choir and Baby & Toddler group)	M	Risk assessments are in place for all lettings and include covid 19 measures. Users are asked to enter site if they are experiencing symptoms. They are reminded of importance of good hand hygiene and asked to clean down any equipment after use.	Ongoing and to reflect updated in government guidance	L
	Consideration given to the arrangements for any deliveries.			Most delivery drivers are met at the front entrance and a member of staff will bring the items into school. If the items are heavy then the member of staff will escort the delivery driver to the office – they will only have access to the corridor for a minimal time and will be asked to wear a face covering.		L
	Dedicated testing site organised, signage up and robust cleaning processes in place (Secondary)			N/A		
	Regular communication with Parents/Carers confirming expectations/requirements when on the school site. Appointment only procedure still in place?			Parents only on site by prior appointment to be booked with teacher, school office or head teacher. Meetings held in well ventilated rooms. All visitors are asked to wear face		

				coverings in public corridors and signposted to hand sanitiser stations.		
	Safe Contractor management			All contractors asked to reported to school office and to follow to wear face coverings in public corridors and signposted to hand sanitiser stations.		
Emergency Evacuations	<p>Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly.</i></p> <p>Consideration given to PEEP – buddies are assigned or reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<p>Each classroom has access to the astroturf area via external doors.</p> <p>There are currently no staff or pupils on site with PPEP requirements .</p>	M	<p>Each classroom has access to the astroturf area via external doors.</p> <p>We have regular fire drills .</p>	L	
Cleaning and waste disposal	<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>			<ul style="list-style-type: none"> • Reduced any clutter & removed difficult to clean items to make cleaning easier. • Cleaning is carried out using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices. • Surfaces that are frequently touched and by many people in common areas to be cleaned regularly • Where possible sharing of equipment 		

				<ul style="list-style-type: none"> and resources is limited. Where possible doors are left open to reduce people touching surfaces. Surfaces are kept clear to make it easier to clean and reduce the likelihood of contaminating objects. Toilets and communal areas to be cleaned regularly. 		
	Cleaning staff capacity is adequate to enable enhanced cleaning regime – any adjustments required?			Cleaning schedule is in place for our on-site cleaner		
	<p>Adequate cleaning supplies and facilities around the school are in place. Any further changes necessary?</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	SBM orders in any sanitiser and PPE equipment via OCC if stocks are running low.	M	<ul style="list-style-type: none"> Bins are emptied daily. Sanitising spray and paper towels to be provided in classrooms for use by members of staff. Thorough cleaning of rooms at the end of the day. Hand sanitiser is available at school entrance and by visitor signing in book. <i>'catch it, bin it, kill it' approach is encouraged</i> <p>If in-house cleaner is Off with Covid:</p> <ul style="list-style-type: none"> School has details of two or three local companies that can be used for daily cleaning. If another company is to be used on short term emergency basis then: School will get a risk assessment from them. Cleaning will be done before 8.30am or after 3.15pm and ASC club staff made aware If no DBS in 		L

				<p>place then ASC staff are to escort children to and from toilets if cleaning staff are in.</p> <ul style="list-style-type: none"> If other products are being used on site to those that are normally used then COSHH data sheets are to obtained.. 		
	Sufficient time is available for the enhanced cleaning regime to take place.		M	<p>Cleaner carries out duties after pupils have left for the day.</p> <p>ASC is in the hall – cleaner will carry out tasks in here after they have gone – 6pm.</p>		L
	Waste disposal process in place for potentially contaminated waste, including testing waste.		L	<p>No testing is carried out on site.</p> <p>Any waste that is required to be disposed off and is result of someone with confirmed case of covid will be double bagged and left outside in the boiler room for 72 hours before being placed in grondon waste bin</p> <p>Cleaner empties bins out of school hours when cleaning .</p> <p><u>COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)</u></p>		L
	Process in place for safe removal and/or disposal of face masks (if this is a school requirement).		L	<p>Face masks disposed of safely in bins and these are emptied daily.</p> <p>Visitors are asked to take their masks away with them to dispose of.</p>	L	

	Safe and appropriate storage of large supplies of alcohol gel	Fireproof box in outside shed	H	Alcohol gel/ hand sanitiser is stored outside in fireproof box	L	
Classrooms	Classrooms allow as much space between individuals as practical.					
	Review classroom entry and exit routes, any further changes required and is appropriate signage in place. Consider lessons learnt from earlier in the year.			Classrooms have both internal and external entry/exit doors.	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 non-essential equipment or resources which are not easily washable or wipeable.</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>	All classrooms have their own resources	L	<p>The Chromebooks are a shared resource – there are wipes provided and these are used to wipe down after each class has finished with them.</p> <p>Good hand hygiene is promoted within the school, and teachers remind pupils.</p> <p>e-Bug posters displayed in WCs</p>	L	L

	Furniture arranged to minimise contact as much as possible e.g. Desks side by side, facing front, where age appropriate.	Where possible desk and work spaces are spaced out.				
	<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>Currently under review by OCC H&S in conjunction with other LA's/DfE/HSE Guidance - <i>The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE COVID-19 advice provides more information.</i></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>Classrooms are kept well ventilated – all classrooms have windows and these are kept open.</p> <p>All classrooms have external doors and where necessary these can be opened to maximise the ventilation</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>Ventilation and air conditioning during the coronavirus (COVID-19) pandemic (hse.gov.uk)</p> <p>Carbon dioxide monitors placed in all classrooms, offices, hall and intervention rooms.</p> <p>There are no rooms in the school that do not have windows to allow for ventilation</p>	L	L

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>HT reviewed staffing structure prior to opening in September 2021</p>		
	<p>Approach to staff absence reporting and recording in place. All staff aware.</p>			<p>All staff are aware of process in place for reporting staff absences . All absences are recorded via Itrent .</p>		
	<p>Review any individual staff risk assessments (clinically extremely vulnerable, pregnant 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) 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>H</p>	<p>Specific individual RA's are in place for two members of staff who were pregnant during pandemic – these are reviewed regularly</p>	<p>L</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</p>			<p>Sickness is covered by internal staff in first instance and if required we have Support teacher that can be called in if required.</p>		

	to minimise contacts.					
	Where appropriate/necessary, consideration given to staff clothing expectations and information shared with staff. to ensure clothes worn are easily washable (e.g. no ties).					
	Approaches for meetings and staff training in place.			<p>Staff training booked as online courses where possible.</p> <p>Staff meeting held in ventilated space</p>		
	Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision agreed and communicated.			<p>Refer to remote learning policy</p>		
	<p>Consideration given to the options for redeployment of staff to support the effective working of the school.</p> <p>If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.</p>	<p>There are two HLTA's that can cover classes , they are both familiar with this type of role.</p>		<p>Site management – redeployment if caretaker and or SBM are off positive with covid:</p> <p>Plant maintenance schedule and Fire Normal school opening arrangement: On site caretaker undertakes weekly / monthly checks of all systems/areas and water temps, these are logged in safesmart. Regular Fire drills take place and are logged in safesmart. External contractos are in place to carry out annual maintenance of fire doors, fire alarm, emergency lights, boilers, water sewage tank etc. These are logged in safesmart and organised by SBM.</p>		

				<p>If caretaker is off with covid: SBM to liaise with caretaker / checks smartlog system and carry out and daily /weekly checks that are due over the period of absence.</p> <p>If SBM is off with Covid : All checks and tests are logged on safesmart - caretaker / headteacher to check schedule and book in any tests due.</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>Staff are aware of support and advice for schools and pupils available from SAS staff insurance.</p> <p>There is a wellbeing governor and teacher and regular updates and information is shared with all staff.</p>		
<p>Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.</p>				<p>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>All staff have access to LFT via school.</p>		
<p>The approach for inducting new starters has been reviewed and updated in line with current situation.</p>						
<p>Any staff contracts that need to be issued, extended or amended considering the current situation have been.</p>				<p>Staff contracts were reviewed and extended where necessary in Sept 2021</p>		
<p>Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.</p>				<p>N/A</p>		

	<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>Contractors working on site are asked to provide a risk assessment and any covid measures are taken into account.</p> <p>School asks that visitors do not come onto site if they are displaying any covid symptoms.</p> <p>Visitors are encouraged to use the hand sanitisers on site</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> <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>Decide on the delivery of this learning</i></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>Guitar lessons – one to one lessons take place in Debs Den. Teacher wears a face mask.</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>No bubbles system is in place during normal operations.</p> <p>Whole school assemblies and visits to church are taking place.</p> <p>Lunchtime and playtime do not have bubbles.</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>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.</p>			<p>There is a Covid-19 outbreak management plan in place. If there was an outbreak in school we would seek Public health Advice and review mixing and bubble measures.</p> <p>Update 19th October</p> <p>Thresholds for additional monitoring & support are:</p> <p>5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period</p> <p>10% of children, pupils, students or staff who are likely to have mixed closely, test positive for COVID-19 within a 10-day period.</p> <p>In line with DfE operational guidance, if the above thresholds are met then we will seek advice from Public Health and if required review and enhance our Covid-19 response measures.</p>		
	<p>Identified solutions to any workforce capacity issues are in place.</p>					
<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)</p>					

	<p>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) without reducing teaching time • 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>Staggered drop off times are no longer in place – drop off and collection are outside on playfield where there is plenty of space and ventilation</p> <p>3 sets of WCs available for pupils – Infant, Junior and Yr 5/6</p>				
	<p>Approach to avoiding children and young people entering school congregating in large numbers</p>			<p>On drop off children go straight to their classrooms</p>		
	<p>Approach to assemblies – https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-</p>	<p>Whole school assemblies are currently permitted – this will be reviewed if school goes over threshold.</p>				

	opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks					
	Review arrangements in place for the use of the playground, including equipment.			There are currently no bubbles in place during playtime and play equipment is shared . This will be reviewed if cases within school meet threshold.		
Transport	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.					
	Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible.					
	Support in place for CYP who have no alternative, to access public transport safely, recommending social distancing protocols where possible.					
	Arrangements in place with transport providers to support any staggered start/end times.			Risk Assessments in place from OCC who provide bus transport		
	Children and young people reminded to wear face coverings on public and school transport. See Visors/Face Covering below			As primary school setting no face coverings are required on bus		
Catering	Review arrangements in place to provide food to CYP on site, including the requirement of			Provided on site by contractor – SLC , they have their own RA’s and procedures in		

	<p>universal free school meals. Liaise with catering team/Contractor re any changes to processes and procedures/RA update</p>			<p>place and this is in line with school.</p>		
	<p>Review arrangements for when and where pupils and staff will take lunch (and snack time if necessary) – any adjustments necessary?</p>			<p>2 lunchtime seatings in place.</p>		
	<p>Review arrangements for food deliveries in place – any adjustments necessary?</p>			<p>See above regarding deliveries</p>		
<p>PPE</p>	<p>Review PPE requirements and are appropriate supplies in place?</p>			<p>SBM will order any PPE via OCC if stocks are running low</p>		
<p>Visors/face coverings</p>	<p>Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)</p> <p>Face coverings</p> <p>Face coverings are no longer advised for pupils, staff and 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</p>			<p>Staff and adults (visitors) are asked to wear face coverings when moving around in corridors and communal areas.</p>		

	<p>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 • Arrangements for informing parent community in place 			<p>If there is a confirmed case of Covid in school the head teacher or member of SLT should be informed.</p> <p>School office will contact parents / carer.</p> <p>If a pupil displays covid symptoms they are to wait in the rainbow/isolation room until they are collected by parent /carer</p> <p>Following the collection of the pupil this area will be cleaned before it is used again.</p> <p>Disposable mop heads recommended, see link:</p> <p>COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)</p>		

	<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>HT would send out a warn and inform letter to parents of children in the same class as the positive case.</p> <p>Area where confirmed case had been in last 24 hours would be cleaned</p> <p>Due to change in legislation on 16th August we no longer need to carry out track and trace and close contacts of positive case do not need to self-isolate if they are fully vaccinated or are under 18 years old.</p> <p>We have a list of staff members who are not fully vaccinated and who would therefore need to be informed / self-isolate.</p> <p>Update 14/12/21 – adults who are fully vaccinated and children 5-18 & 6 months old are strongly advised to take LFT every day for 7 days and continue to attend their setting as normal (unless they have a positive test).</p>		
	<p>Review any changes to the school day/timetables and communicate with parents.</p>			<p>N/A</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>Each child has their own water bottle that they bring in each day</p>		
	<p>Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.</p>			<p>We have a wellbeing governor and member of SLT who is in charge of wellbeing in the school.</p>		

	<p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> • Financial • Increased FSM eligibility • Referrals to social care and other support • PPG/ vulnerable groups 			<p>HT is in touch with families and aware of any additional support that they may require.</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>		<p>Remote learning contingency available and ready to be 'switched-on' when needed.</p>		
	Technology support/DfE laptop allocation in place.			<p>Refer to GOV.UK guidance</p>		
Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.			<p>There are regular meetings and information shared with teachers regarding wellbeing. There is a wellbeing governor and teacher in place.</p>		
	Reviewed/updated Child Protection Policy in place			<p>Adopted most recent Child Protection Policy</p>		
	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.			<p>HT, SEN and SLT will be in contact and work closely with families if remote learning was in place – see remote learning policy</p>		
	Where physical contact is required in the context of managing			<p>There is PPE available for all staff to wear if required</p>		

	behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.					
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.			See separate catch up plan		
	<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 grassroot sport. Advice from organisations such as the Association for Physical Education and the Youth Sport Trust • 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/ 			PE and swimming is taking place as normal		

	<ul style="list-style-type: none"> • 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 				See separate catch up plan	
	<p>Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.</p>				Behaviour policy updated and on website	
	<p>Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.</p>				<p>PCSO – visits school to talk to pupils about online safety.</p> <p>See e-safety policy</p>	
SEND PUPILS	<p>Approach to provision of the elements of the EHCP including health/therapies in place.</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-</p>				<p>Visitors to school linked to SREN and EHCP taking place as normal pre covid.</p> <p>Masks can be worn if chosen by visitor.</p>	

	outbreak/guidance-for-full-opening-schools#B					
	Annual reviews.				Taking place as normal and 1-2-1 parent meetings being held.	
	Consider any SEN pupils who may need support with their return to school and consult with the family and other agencies involved.				See separate pupil profiles	
	Requests for assessment considered.				New requests for EHCP are be processed as normal.	
Attendance	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.				Refer to GOV.UK guidance	
	Approach to support for parents where rates of persistent absence were high before closure.				See attendance policy	
Communication	Information shared with staff around the Sept 2021 return to school and any amendments to usual working patterns/practices and groups.				Refer to GOV.UK guidance	
	Union representatives informed of Sept 2021 return to school plans.					

	<p>Updated Risk Assessment published on website.</p>			<p>Risk Assessment is on Website</p>		
	<p>Communications with parents on the:</p> <ul style="list-style-type: none"> • Sept 2021 return to school • 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>Regular letters sent to parents informing of updates</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 • Expectations when in school • Travelling to and from 					

	school safely					
	On-going regular communication plans determined to ensure parents are kept well-informed			Letters sent , website updates, social media – dojo		
Governors/ Governance	Meetings and decisions that need to be taken are prioritised.			Standing item on governors meeting – HT provides covid report to governors		
	Governors have oversight of Sept 2021 return to school and risk assessments. Approach to communication between Leaders and Governors is clear and understood.			Governors review policys and Risk Assessments		
	Review any aspects of Governance which may have been on-hold in order to review/reinstate as required					
	Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. <i>Refer to Headteacher wellbeing materials.</i>					
School events, including trips	Review the school's annual calendar of events. Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)			All events in school calendar are happening as pre covid – this would be reviewed if school reached threshold levels of cases or if government guidance changed		

Finance	Review any continuing additional costs incurred due to COVID19; are they clearly documented.					
	Review any claims submitted for reimbursement e.g., increased premises related costs, additional cleaning, additional waste removal, support for FSM etc			SBM carries out monthly budget monitoring and reports this to ODST and HT / Governing body . Any impact of covid is taken into account		
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.					
	Insurance claims, including visits/trips booked previously.					
	Reintroduction or re-contracting of services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering • Waste management 					
	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.					
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			ASC and BC – updated RA in place		

	for-children-during-the-coronavirus-covid-19-outbreak					
Testing	Test kits are securely stored and distributed to staff and students (secondary).			LFT are available to staff , these are stored safely on site		
	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 • 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.			N/A		
	Staff and students (secondary) are aware of how to report any incidents both clinical and non-clinical.			N/A		

	Process in place to monitor and replenish test supplies Process in place for appropriate PPE to be available (Secondary)			N/A		
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[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-attend>