



Re-opening Risk Assessment and Action Plan

SCHOOL NAME: Webheath Academy Primary School

DATE: May 2020 Updated regularly during June and July Updated for September 2020 and October 2020

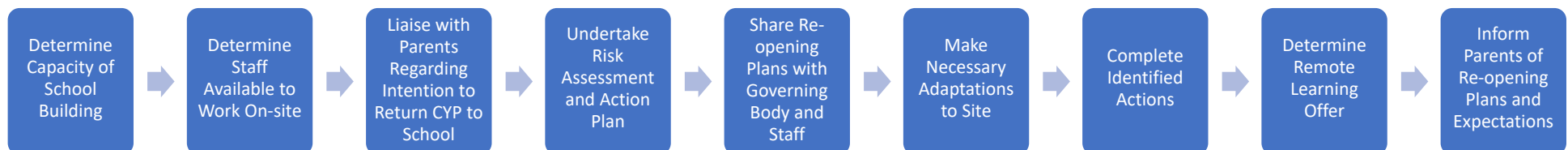
Purpose of this document:

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'

Steps of Re-opening Preparation:



Risk Assessment/ Action Plan Sections:

| Theme | Control Measures | Risk to Implementation | Risk Level Pre-Action | Action Required / Decision Made | Action Completed Date | Risk Level Post-Action |
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| | <p>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 | <p>Site Manager is unavailable</p> | H | <p>Source alternative suitably trained person New Site Manger employed 1st September 2020 to work with current caretaker. Part of Shires MAT and ability to call on wider team</p> | 1st Sept 2020 | L |
| | | <p>DfE guidance on checks for schools following closures – issues with basic compliance testing not being met</p> | M | <p>Carry out a formal / recorded full pre-opening premises inspection. School site has not been closed over the last 8 weeks and compliance testing continued as per the school plan H& S specialist company employed 1st September 2020 as part of MAT - site visits set for 17th Sept 2020</p> | 1st September 2020 | L |
| | | <p>Shires been non-operational at Webheath Kitchens since the shut down at end of March. Shires not meeting recommendations set out by government</p> | M | <p>Check Shires Catering Risk Assessment and ready for operation with Shire</p> | 01/06/20 Re-done with Shires and JB July 2020 for Sept guidance | L |
| | | <p>Wi Fi difficulties in new build - Lourdes visits</p> | M | <p>Lourdes to come on site to check but work in isolation and when children are not in that end of the school Updated August 2020 and can visit but not to cross bubbles and keep contact to a minimum - separate RA</p> | 4th June 2020 Resume site visits Lourdes RA checked August 2020 | L |
| | | <p>Groundwork not completed during the lockdown period</p> | M | <p>Company contacted and visit arranged</p> | 20/05/2020 Visited twice in summer holidays 2020 | L |
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| Preparing Buildings and Facilities | <p>Allow office-based staff to work safely.</p> | <p><i>Office does not allow for adequate space between staff members, windows for ventilation except in finance office .</i></p> | <p><i>M</i></p> | <p><i>Doors propped open at all times to allow ventilation Own 'bubbles' created Working in bubbles and staff to contact the office via email/phone/Teams and have minimal time in the office</i></p> <p><i>Signs on door - only 1 visitor in waiting room at a time</i></p> <p><i>Staff to use hatch to pass messages</i></p> <p><i>Visitors to be pre-booked and have COVID guidance issued. Use Track and Trace</i></p> | <p><i>August 2020</i></p> | <p><i>L</i></p> |
| | <p>Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.</p> | <p><i>Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.</i></p> | <p><i>M</i></p> | <p><i>s</i></p> <p><i>One way system in place to enter and exit the school. Signage in place. Ping sent to parents to inform. Staff at entrances to guide.</i></p> <p><i>Staggered start and end times for pupils and use of 4 entrances/exits</i></p> <p><i>New guidance followed. Year group bubbles created. Separate entrances with use of staggered times (see separate plan). Drop iff no parents on site. Collection - designated areas. One way system for Yrs 2, 3 and 4 - Entrance off Downsell Road and exit large gates. Plan shared with parents and staff. New signage to aid parents on gates.</i></p> | <p><i>1st September 2020</i></p> | <p><i>L</i></p> |
| | <p>Consideration given to premises lettings and approach in place.</p> | <p><i>Cannot be let and reassembled with sufficient time for cleaning in between. 'Bubble' approach unable to be maintained if WAC or clubs in place.</i></p> | <p><i>M</i></p> | <p><i>No lettings for the remainder of school year</i></p> <p><i>Wrap Around Care to have separate RA to plan for bubbles and to start from 13th September 2020 to allow everything to be put in place.</i></p> | <p><i>1 Sept 2020</i></p> | <p><i>L</i></p> |

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| | Consideration given to the arrangements for any deliveries. | Contaminated goods in school – delivery drivers spreading infection. | M | Deliveries to office. These will be wiped with spray and handled with gloves. Packaging double bagged and put to refuse. Paperwork in plastic wallet for 72 hours before handled. Delivery drivers not past entrance/delivery spot. Shires to share food delivery arrangements Washing of hands after handling any packaging | 1/06/2020 | L |
| Emergency Evacuations | Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i> | Current evacuation routes would cause multiple groups of people to come into contact. More appropriate alternatives are possible. | M | Revised evacuation procedure and share with all staff and children. Create 2 fire evacuation points (1 for new build in the field or EYFS car park and one in playground). Social distancing still able to be in place Assess if any Personal Evacuation plans and buddies are required for individuals (none identified on risk assessment day) System needed to be in place to allow roll call and see who is out and if any individuals are missing. | 2/6/2020 2 nd full day all in school | L |
| | Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff. | Staff needing to evacuate or evacuate pupils with needs and may be hindered | M | Fire drill. 2 nd Fire practise beginning of July 2020 | 1st September 2020 | L |
| | Arrangements in place for roles during evacuation with available staff and pupils to ensure safety and complete evacuation | Potentially children could be unaccounted for as in new 'bubbles' and may not have an effective system in place | H | Ensure all new staff are briefed. Ensure all SLT and staff are aware of systems, processes and controls in case staff are absent from site due to COVID and isolation rules. | | L |
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| | <p>Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.</p> | <p><i>Infection control measures not in place</i></p> <p><i>Not enough resources available to ensure cleaning standards are met</i></p> | <p><i>H</i></p> | <p><i>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</i></p> <p><i>Hand towels and handwash are to be checked and replaced as needed by Mr John Cox and cleaning staff</i></p> <p><i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</i></p> | <p><i>Updated and checked 1st June –</i></p> <p><i>Re-evaluated 12th June and amendments implemented</i></p> | <p><i>L</i></p> |
| | <p>Capacity of cleaning staff is adequate to enable enhanced cleaning regime.</p> | <p><i>Not enough staff to maintain cleaning schedule</i></p> | <p><i>M</i></p> | <p><i>New schedule in place and change of hours to ensure level of cleaning is maintained. Priority to wiping and disinfecting rather than vacuuming. See schedule . Schedule of checks to ensure being maintained. Toilets cleaned 3 times per day. Touch points cleaned 3 times per day.</i></p> <p><i>New member of staff employed through agency for afternoons.</i></p> <p><i>Cleaners working hours altered to ensure cleaning of the school can happen 3 times per day.</i></p> <p><i>All staff trained in new cleaning methods (spray the cloth not the surface, use of PPE, cleaning in ‘bubbles’, use of disposable mop heads and clothes, deep cleaning of an area of suspected case. Disposal of clothes, PPE etc in double bags)</i></p> | <p><i>Schedule checks of works 12th June 2020 demonstrated standards met.</i></p> <p><i>Implemented system control sheets to ensure all essential areas cleaned</i></p> | <p><i>L</i></p> |

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| <p>Cleaning and waste disposal</p> | <p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p> | <p><i>No hand sanitiser for visitors to reception.</i></p> <p><i>Classrooms do not have tissues.</i></p> <p><i>Low supply of soap.</i></p> <p><i>Time constraints to enable all bubbles to access soap, water and hand sanitisation.</i></p> | <p><i>M</i></p> | <p><i>Hand sanitiser available at the school entrance</i></p> <p><i>Lidded bins in classrooms</i></p> <p><i>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</i></p> <p><i>Stock check and ordering schedule reviewed and order made</i></p> <p><i>All bubbles directed to their hand washing stations. R, Yr1 and Yr2 own toilets and sinks plus classroom sinks and hand sanitising stations. Yrs 3 and 4 share toilet block but own named toilets and sinks. Reduced number of children to use at any 1 time.</i></p> <p><i>Younger children to be supervised when hand washing.</i></p> <p><i>Hand sanitisation stations per bubble and in classes using new safer product. No touch automatic dispensers. 2 in the hall for after lunch and for WAC.</i></p> | <p><i>Checked stocks weekly – supplies being maintained</i></p> <p><i>September 2020</i></p> | <p><i>L</i></p> |
| | <p>Sufficient time is available for the enhanced cleaning regime to take place.</p> | <p><i>Not cleaning effectively</i></p> | <p><i>M</i></p> | <p><i>All staff advised to leave the site at the end of the day in order for cleaning to be undertaken.</i></p> <p><i>School purchased fogger to disinfect areas with confirmed cases after leaving for a minimum of 72 hours and deep cleaning.</i></p> <p><i>New cleaning materials purchased that include soap and Duse of disposable cloths. Double surface cleaning - final clean with disinfectant that meets current COVID guidance and regulations.</i></p> | <p><i>Weekly cleaning checks to start week beginning 1st September.</i></p> | <p><i>L</i></p> |

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| | Waste disposal process in place for potentially contaminated waste. | <i>Infection control not maintained and risk to spread of the virus</i> | M | <p><i>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</i></p> <p><i>No waste to be collected after Friday will be put out for collection until the following week.</i></p> <p><i>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours). Bin collection is Tuesday and the waste will have been double bagged and not touched for a min of 72hrs prior to collection.</i></p> | Being maintained | L |
| | New updated guidance for 1st September 2020 | <i>Not maintaining social distancing</i> | H | <i>Max 30 per class and Year group bubbles. Children to face forwards. Teachers to maintain distance as much as possible.</i> | 1st September 2020 | M |
| | Classrooms have been re/arranged to allow as much space between individuals as practical. | <i>Social distancing not effective</i> | H | <p><i>Guidance acknowledges that children will fail to social distance effectively. For this reason we will follow the 'bubble' model</i></p> <p><i>Each bubble will have dedicated outside time and identified spaces for breaks and lunch as well as learning time using outside</i></p> <p><i>As of 1st September Yr groups are bubbles. They will have dedicated spaces and follow government guidance. Nursery, Reception and Year 1 all have their own 'bubble' toilets and spaces.</i></p> <p><i>One member of SLT is identified for each bubble. They will support that bubble and cover PPA in Yrs R to Yr 6 to stop teachers moving between bubbles.</i></p> <p><i>PPA staff will still teach from Studley High School but will maintain social distancing and wear masks/visors. They will follow guidance on maintaining good hand hygiene.</i></p> | 1st September 2020 | M |

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| <p>Classroom entry and exit routes have been determined and appropriate signage in place.</p> | <p><i>Crossing of bubbles and children cross contaminating by being in close proximity</i></p> | <p>H</p> | <p><i>Reduced risk from passing in corridors.</i></p> <p><i>Bubbles have dedicated spaces to avoid any cross-contamination Bubbles will try to ensure minimal use of hallways and try to minimise any contact with other bubbles within school. Classes will plan routes around school and inform other bubbles of routes and times movement around school. Each bubble to use set entrances and exits. Pupils will only be sent on errands in emergency situations</i></p> | <p>2/06/2020</p> <p>1st September 2020</p> | <p>L</p> |
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| Classrooms | <p>Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment or stationery should be prevented where possible. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].</p> | <p><i>Inappropriate sized equipment for smaller children in Classroom.</i></p> <p><i>Sharing of resources leading to cross-contamination</i></p> | L | <p><i>Children to be in bubbles in own year group area</i></p> <p><i>New guidance has stated school resources needed for learning can now be used. Rotation of books to allow 48 hours between swapping of any books -</i></p> <p><i>More IT equipment to be ordered. . Timetable of use of laptops and iPads to stop cross contamination and wiped after use.</i></p> <p><i>Remove soft furnishings from classrooms.</i></p> <p><i>e-Bug posters displayed:</i></p> <ul style="list-style-type: none"> • <i>Horrid hands</i> • <i>Super sneezes</i> • <i>Hand hygiene</i> • <i>Respiratory hygiene</i> • <i>Microbe mania</i> <p><i>Lamintaed</i></p> | 8 th June 2020 | L |
| | <p>Resources which are not easily washable or wipeable have been removed.</p> | <p><i>Soft toys, cushions and beanbags in classrooms not easily washable.</i></p> | M | <p><i>All children to have training at the start of the year in hand washing, keeping spaces clean, use of toilet spaces and effective virus management</i></p> | | L |
| | <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><i>No COVID19 information posters currently in place. Limited reminders/ awareness for children.</i></p> | L | | 2 nd September 2020 | L |

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| <p>Cross contamination from sharing resources outside or in the younger year groups</p> | <p><i>Not being cleaned between pupil usage</i></p> | <p>H</p> | <p><i>Have clothes, sprays and buckets with soapy water in each bubble. Ensure children are taught to wash equipment or put to be cleaned after they have used.</i></p> <p><i>Remove resources and the teacher to ensure they chose the resources for children to access</i></p> <p><i>Updated guidance states resources for learning are key for children in school. System in school of allowing 48 hrs between bubbles sharing resources and 72 hours for plastic items. Rotation system to be in place. To be discussed on TED and staff to agree systems.</i></p> | <p><i>8th June 2020</i></p> <p><i>September 2020</i></p> | <p>L</p> |
| <p>Use of toilets</p> | <p><i>Cross contamination between bubbles</i></p> | <p>H</p> | <p><i>Increased cleaning schedule.</i></p> <p><i>Hand washing for 20 secs .</i></p> <p><i>Upper KS2 to have own bubble toilet. 2 children allowed in each toilet at once.</i></p> <p><i>Nursery, Reception and Year 1 - own toilets and 3 children allowed in the toilets at once.</i></p> <p><i>Yrs 2 to have own bubble toilet and monitored with use.</i></p> <p><i>3 and 4 to have named bubble toilets. 4 children allowed in the toilets at any one time.</i></p> <p><i>Queuing system outside - 1 metre distance</i></p> | <p><i>8th June 2020</i></p> <p><i>September 2020</i></p> | <p>L</p> |

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| | Libraries and cloakrooms | <p><i>Increased risk of coming into contact with the virus. Large groups congregating and increasing risk of virtual load.</i></p> | M | <p><i>Libraries and cloakrooms allowed under new guidance.</i></p> <p><i>Set times for each Year group for use of the Library. Only under supervision of an adult. Adults may select books and take to classroom to avoid children in the library. Only 4 pupils at a time in the Library. Returned books from a bubble should be stored for 48 hours before returning into general circulation.</i></p> <p><i>Cloakrooms have been changed to ensure they are in bubble areas. Coats should be taken into the classroom and the children supervised in small groups to hang their coats on pegs. Lunchboxes should be kept in classrooms. Bags should be emptied into trays in the morning and stored in cloak rooms and only then collected at the end of the school day. Pupils should be supervised in small groups to get coats to go outside and upon return</i></p> | Sept 2020 | L |
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| | Staff updates have been planned for | <i>Staff put themselves or others at risk by being unaware of school policies and procedures</i> | <i>M</i> | <p>All staff, returning back to work must ensure they are aware of the current guidelines in regard to safe distancing and washing hands on a regular basis. All staff are able to access the following information on-line for up to date information on COVID-19: Public Health England, gov.co.uk , NHS, DfE, Department for Health and Social Care</p> <p>The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. (washing of hands, cleaning up bodily fluids)</p> <p>Staff are made aware of the school's infection control procedures in relation to coronavirus via email or staff meetings and contact the school as soon as possible if they believe they may have been exposed to coronavirus.</p> <p>Parents are made aware of the school's infection control procedures in relation to coronavirus via letter, posters or social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.</p> <p>Pupils are made aware of the school's infection control procedures in relation to coronavirus via school staff and are informed that they must tell a member of staff if they feel unwell.</p> <p>Staff trained in putting on of PPE</p> <p>Update October 2020: all staff to wear face coverings when in communal areas and corridors. Only 1 staff member in photocopying room at a time. Only max 7 staff in staff room and maintain social distancing. All areas to be disinfected after use. PPA in set room and only 1 bubble in a room together socially distanced and well ventilated.</p> | September 2020 | <i>L</i> |
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| | <p>Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.</p> <p>Including at least one of the following:</p> <ul style="list-style-type: none"> • Paediatric First aider (where children under 3yrs) • Designated Safeguarding Lead (DSL) • SENCO • Caretaker/site member • Office staff member | <p><i>Key members of staff unavailable and unable to work on site</i></p> | <p><i>H</i></p> <p><i>H</i></p> | <p><i>Ensure Paediatric First Aid cover</i></p> <p><i>Ensure DSL on site</i></p> <p><i>Work with Local Outbreak resource team (LORT) part of Public Health to report confirmed cases and make decisions about any closures</i></p> <p><i>Trustees to close the school if safety measures can not be met</i></p> | <p><i>Sept 2020</i></p> | <p><i>L</i></p> <p><i>L</i></p> |
| | <p>Approach to staff absence reporting and recording in place. All staff aware.</p> | <p><i>Being aware of staff illness and the impact of Track and Trace to keep community safe</i></p> | <p><i>M</i></p> | <p><i>Same process as before COVID. Staff to call at weekends to let SLT know if ill and results of tests as soon as aware.</i></p> <p><i>Follow DfE guidelines</i></p> <p><i>Testing is available:</i></p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>Follow advice given from LORT</p> <p>Ensure staff understand the rules, regulations and guidance on self- isolation</p> | <p><i>Sept 2020</i></p> | <p><i>L</i></p> |

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| Staffing | <p>Staff self isolating of CV or CEV Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.</p> | <p><i>Lack of communication</i></p> <p><i>Lack of understanding of role at home</i></p> | <i>M</i> | <p><i>Teams, Ping and staff meetings.</i></p> <p><i>Regular contact with Phase Leader</i></p> <p><i>Responsible for home learning</i></p> <p><i>Shielding stopped 1st August 2020 and to be aware of new guidance. Individual Risk Assessments in place from 1st September for those returning to work</i></p> <p><i>Staff may have to work from home if isolating - expectation is for home working and setting online work if not symptomatic</i></p> | <i>Updated 1st August 2020</i> | <i>L</i> |
| | <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><i>Not enough staff and unable to meet offer of places</i></p> | <i>H</i> | <p><i>SLT non- contact and not in bubbles</i></p> <p><i>'Spare' TAs available</i></p> <p><i>Return to pre-lockdown practises - Grade 3 and 4 TAs available. Use of supply teachers are now available.</i></p> | <i>Sept 2020</i> | <i>L</i> |
| | <p>School clothing</p> | <p><i>Cross contamination between the workplace and home</i></p> <p><i>Outdoors more</i></p> | <i>L</i> | <p><i>Gov guidance updated - expectations are to wear usual 'work - wear' as pre-lockdown.</i></p> <p><i>Children to wear school uniform but to not get changed in school - wear PE clothes on PE days</i></p> | <i>Sept 2020</i> | <i>L</i> |
| | <p>Approaches for meetings and staff training in place.</p> | <p><i>Lack of communication</i></p> <p><i>Risk of cross contamination and quick spread</i></p> | <i>H</i> | <p><i>Teams set up and in place</i></p> <p><i>Bubbles to remain in bubbles as much as possible and training and meetings to continue to be via Teams when appropriate, especially whole school</i></p> | <i>Sept 2020</i> | <i>L</i> |

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| Consideration given to staffing roles and responsibilities with regards to the continued remote provision alongside in-school provision. | <i>Managing work-load</i> | <i>H</i> | <p><i>Expectation from Government is to set online, remote working for any pupils having to isolate at home. We have set up online learning journals (Tapestry and Seesaw) for whole school. KS2 pupils and staff will be trained in use of Office365 (Teams etc by October half-term). This will form the basis of staff meetings over the 1st half term to explore how to make this a reasonable expectation.</i></p> <p><i>Remote Learning explored with community and offer communicated to parents after October half term</i></p> | <i>October 2020</i> | <i>L</i> |
| <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> | <i>Staff being able to cope with the extra demands placed on them by COVID19 and remaining fit for work</i> | <i>M</i> | <p><i>Staff are aware of available support and advice for schools and pupils available from WCF (Worcestershire Children First)</i></p> <p><i>Mental Health staff meeting for staff and approach being developed by Mental Health team</i></p> <p><i>Staff had access to bereavement training online, support available and more training available from WCF. NAHT have offered free Mental Health support for all staff to access during the 1st term and staff directed to this during 1st few weeks back.</i></p> | <i>Sept 2020</i> | <i>L</i> |
| Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance. | <i>Not being able to access a test and results quickly enough to be able to be in work and demands on safe staffing levels</i> | <i>H</i> | <p><i>See above on Absence reporting: all school staff can be tested at County Hall Worcester - access to testing has improved and ready available. Online and phone booking can secure a test and results are between 24 and 48 hours. Self tests are available from school if needed.</i></p> | <i>Octo 2020</i> | <i>M</i> |
| The approach for inducting new starters has been reviewed and updated in line with current situation. | <i>Risk from being at a dual placement or bringing infection into school</i> | <i>M</i> | <p><i>No new starters before September Induction September in place for 4 new starters. Discussion with new starters and arrangements for time before starting at Webheath.</i></p> | <i>Oct 2020</i> | <i>L</i> |

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| | Return to school procedures are clear for all staff. | <i>Staff not following new procedures and putting others at risk</i> | <i>M</i> | <i>TED share RA with all and allow for feedback to make adaptations and improvements. File shared on Teams Reviewed weekly by SLT and staff have full access and review with SLT</i> | <i>Sept 2020</i> | <i>L</i> |
| | Arrangements to return any furloughed staff in place. | <i>Not enough staff to run WAC</i> | <i>L</i> | <i>Following HR guidance</i> | <i>Sept 2020</i> | <i>L</i> |
| | Any staff contracts that need to be issued, extended or amended considering the current situation have been. | <i>Staff not having contracts to work</i> | <i>L</i> | <i>All happening in a timely manner. Following HR guidance</i> | <i>Sept 2020</i> | <i>L</i> |

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| | <p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</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><i>Risk of bringing infections onto school site</i></p> | <p><i>H</i></p> | <p><i>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</i></p> <p><i>As much as possible - visits to be outside of teaching hours to minimise risk of proximity contact</i></p> <p>Records of visitors and contractors to site recorded- name- address and contact number for Track and Trace (these are to be kept for 21 days) Using Inventory sign in system to co-ordinate</p> <p>Where contractors are coming into school they must have up to date Risk Assessments and Method Statements. Control measures regarding the Coronavirus must be included within their RAMs.</p> <p>School to ensure no pupils or staff are in the area where contractors are working.</p> <p>Contractors will be designated a toilet they can use whilst on site.</p> <p>Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving.</p> <p>They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site. If they become aware of a contractor coming down with symptoms within 14 days of being at the school they must inform the school immediately.</p> <p><i>PPA staff and visitors to read RA. To keep a safe distance from pupils and teach from the front. To avoid any physical contact with pupils and minimal contact with equipment. Spaces to be thoroughly cleaned before staff re-enter their space in the bubble. Books to be kept in a tray a for that teacher between lesson. Marking to be conducted by the pupils and follow our no marking policy or put on the children's learning journals to allow remote feedback.</i></p> | <p><i>September 2020</i></p> | <p><i>M</i></p> |
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| | 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. | <i>Bringing COVID infection into school from other settings</i> | <i>M</i> | <p><i>No external until infection rates are deemed low enough to resume</i></p> <p><i>As above</i></p> <p><i>Kept to minimum for PPA cover. Music peripatetic teachers to offer online and remote teaching through private arrangements with parents rather than in school</i></p> <p><i>Visitors to school for staff training to be offered remotely if possible. If on site, to only work with one bubble at a time and in one space. To wear PPE and keep a safe distance of 2 metres at all times.</i></p> | <i>Sept 2020</i> | <i>L</i> |
| Group Sizes | Interventions to restart in September as per guidance | <i>Cross contamination across bubbles and higher risk to TA working across more groups of children</i> | <i>M</i> | <p><i>Interventions to only have contain children from one bubble at a time.</i></p> <p><i>Time between intervention groups to allow for thorough cleaning of work area. Blue roll to be used to clean between and binned in a sealed bag.</i></p> <p><i>Staff member running intervention to wear a protective visor during intervention and maintain effective social distancing. Hands to be washed and sanitised before intervention and after intervention.</i></p> <p><i>Children to be facing person running intervention.</i></p> <p><i>No physical contact during intervention.</i></p> <p><i>No marking policy to be in place and immediate feedback to be given verbally only.</i></p> <p><i>Each intervention group work to be kept sealed in a zip lock bag.</i></p> <p><i>Use of online learning journals to record work</i></p> <p><i>All pupils to wash hands thoroughly before starting intervention and before going back to class</i></p> <p><i>No more than 4 in an intervention group</i></p> | <i>Sept 2020</i> | <i>L</i> |

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| | <p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> • Staggered school drop off/pick up times and locations (if possible) • 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><i>Infection control measures to reduce risk of contaminating across bubbles in school</i></p> | <p><i>H</i></p> | <p><i>4 drop off and collection points identified plus the office</i></p> <p><i>Staggered times— The arrangements form for staggered times and drop off points (4) for September</i></p> <p><i>Corridor usage is minimised due to external doors. Pupils belonging kept in classrooms. Equipment in classroom.</i></p> <p><i>Identified toilets for each bubble (see above)</i></p> <p><i>Breaks and use of outside timetabled and zoned areas</i></p> <p><i>Lunches: Staggered lunches (see timetable). 2 bubbles at a time in hall but separated in 2. Handwash before lunch. Stay in hall until all finished lunch (1/2 how time limit). Dinners delivered by lunchtime staff to tables to save contact with kitchen staff. Hand sanitise when leave hall. Staff double clean hall before next sitting. Bubbles own cutlery and crockery (double cleaned). Staff wash hands between sittings. SLT member of staff on duty. Lunchtime staff wear visors in hall. No prolonged contact with any children (proximity rule).</i></p> | <p><i>September 2020 updated Oct 2020</i></p> | <p><i>M</i></p> |
| | <p>Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.</p> | <p><i>Lack of communication and being able to reduce transition in the community</i></p> | <p><i>M</i></p> | <p><i>Ping</i></p> | <p><i>Sept 2020</i></p> | <p><i>M</i></p> |
| | <p>Approach to avoiding children and young people entering school congregating in different bubbles and breaching social distancing is in place.</p> | <p><i>Cross contamination between bubbles</i></p> | <p><i>H</i></p> | <p><i>4 entrances. Staggered times for arrival and departure. Staff on duty at gates to supervise.</i></p> | <p><i>September 2020</i></p> | <p><i>L</i></p> |

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| Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches. | <i>Cross contamination between bubbles</i> | <i>M</i> | <i>Handwashing and cleaning (if needed)</i> <i>Conversations with parents</i> <i>Risks assessments and individualised approach in place for students who might struggle to follow expectations</i> | <i>Sept 2020</i> | <i>L</i> |
| Approach to assemblies – if still occurring, plan in place to manage social distancing. | <i>Increase risk from viral overload</i> | <i>H</i> | <i>No assemblies – Via Teams on IWB</i> | <i>Sept 2020</i> | <i>L</i> |
| Social distancing plans communicated with parents, including approach to breaches. | | <i>M</i> | <i>Agreement to be in place and agreed by parents before taking up offer of place</i> | <i>Sept 2020</i> | <i>L</i> |
| Arrangements in place for the use of the playground, including equipment. NB: outdoor equipment should not be used unless it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. | <i>Picking up the virus from equipment</i> | <i>H</i> | <i>Zoned areas for each bubble</i> <i>Cleaning equipment available to clean before and after use if wishing to use equipment. Equipment kept to bubbles. If other bubbles groups wish to use, a minimum of 48 hours between bubbles if non-plastic 72 hours between for plastics. If this is not possible must be thoroughly cleaned and sanitised.</i> | <i>Updated September 2020</i> | <i>L</i> |

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| Social Distancing | Arrangements in place for PPA to ensure Social distancing | <i>Spread of infection due to close contact</i> | <i>H</i> | <p><i>PPA covered by internal staff - social distancing regulations apply. Wash hands before and after session. To maintain distance from pupils (see other guidance) 2 members of named staff to cover one bubble each (no staff cross bubbles in the school apart from SHS staff)</i></p> <p><i>SHS staff for Yr5 & 6 Bubble. Part of Shires MAT and to follow same guidance.</i></p> <p><i>PPA workspace is to be outside of staff room. Use of hub and the Nest. Only staff from one bubble can be working in one space socially distancing at any one time. Other free spaces in school may be used but must be cleaned before and after use and the blue roll place in pedal top bins. Hands must be washed and sanitised before and after PPA. Area worked in to be cleaned before and after using disinfectant.</i></p> | September 2020 | M |
| | Break Times – Staff Room - | Staff -Spread of Infection due to close contact | H | <ul style="list-style-type: none"> ● Staff must sit at least 2 metre apart from each other and in an area that is their bubble ● Staff must make their own drinks/food and wash and dry their own cups and other crockery and utensils ● Staff to have staggered breaks ● Only max 7 in the staff room at any one time. Limit times in staff room as much as possible trying to keep to 10 mins or less. Lunchtime max 1/2 hour in the staff room with your bubble ● Staff to clean surfaces after they have touched them e.g. kettle, handles, fridge etc | September 2020 | L |

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| | Parent wishing to talk to staff | Spread of Infection due to close contact | H | <ul style="list-style-type: none"> ● Contact with the office or staff will be done via the telephone or office email. Parents are discouraged from coming into school to speak to staff. ● Parents will be discouraged in congregating around the school site. ● Meetings will only be face to face if deemed absolutely necessary and then masks will be worn during the meeting by all involved. Meetings need to be in a ventilated room and cleaned before and after visit. Hands sanitised before and after by all involved. Try to ensure they are for less than 15 mins. A virtual meeting will always be the preferred options | <i>September 2020</i> | <i>L</i> |
| | First Aid – minor treatment | Staff Children Spread of Infection due to close contact | H | <p>Where minor first aid treatment is required, First Aiders must ensure they wear gloves and a face covering when dealing with injuries. Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc.</p> <p>Ensure records of injury and treatment are recorded including who administered first aid treatment.</p> <p>Always wash hands after contact</p> | <i>September 2020</i> | <i>M</i> |

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| First Aid – Life threatening | Staff Children Spread of Infection due to close contact | H | In the event of a serious injury or incident call 999 immediately. Wear face covering and gloves when in close contact or dealing with bodily fluids In the event of CPR being required it is advised only chest compressions are given and use of a defib if available. Always wash hands after contact | September 2020 | M |
| First Aid & Medication | Staff Pupils Others First Aid Procedures | H | First Aiders must always wear gloves when administering first aid procedures. It is advisable a face covering is worn if having to deliver close contact first aid (always refer to up to date information from Gov.UK) Any dressings used to be double-bagged. Where any medications are administered try and encourage the pupils to self-administer or consider wearing a face covering (always refer to up to date information from Gov.UK) | September 2020 | M |
| Intimate Care | Staff Lack of Infection Control | H | When staff are carrying out any intimate care they must: Wear Gloves Wear an apron Wear a mask Soiled clothes to be double-bagged and given to Parents on collection of child. Staff must wash their hands once gloves and masks are removed A poster to be displayed of instructions which must be followed. Record all intimate care carried out. | September 2020 | L |

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| | Children who are upset | Staff Spread of Infection due to close contact | M | When a child is upset, it is advised to maintain a safe distance whilst offering comfort to the child. Encourage the child to use a tissue to wipe their eyes/nose etc. If contact is required, consider wearing a face covering and gloves. Wash hands after contact | September 2020 | L |
| Catering | Children with behavioural issues | Spread of Infection due to close contact | H | Where possible allow the child to vent their frustrations and have time-out Where possible allow child to be in a room on their own or outside If team-teach techniques are required, it is advised face coverings and gloves are worn. | September 2020 | M |
| | Arrangements for the continued provision of FSMs for children not attending school are in place. | <i>Children not having access to enough for their basic needs</i> | <i>H</i> | <i>Let school know and order daily Collection from school Delivery for those in self-isolation Consider access to offers by Supermarket chains for example, Morrisons. Consider voucher system</i> | Sept 2020 | L |
| | 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. | <i>Hand to mouth risk of contamination - extra vigilance required</i> | <i>H</i> | Timetable for use of outside Wash hands before snack Sanitise hands after snack Timetable in place for the hall with social distancing in place Wash hands when leaving classroom Sanitise hands on entry to hall Wash hands after lunch Clean hands before leaving school | Sept 2020 | L |
| | Arrangements for food deliveries in place | <i>Food to be clean to ensure safe to each and no risk of infection on fruit/milk and then being ingested by child</i> | <i>H</i> | Fruit to be in classrooms in KS1. Delivered by JC. Washed before eaten. Milk dropped at school gate. Will be wiped before put away. Teachers to collect for children from the staffroom to avoid children crossing bubbles and increasing touch points | Sept 2020 | L |

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| | <p>PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.</p> <p>What PPE should staff schools be using? PPE is only needed in a very small number of cases: • children, young people and learners whose care routinely already involves the use of PPE due to their personal care needs should continue to receive their care in the same way; • PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms. Read guidance on Personal protective equipment (PPE) including face coverings and face masks How do I know that I have the right PPE? There are 3 items of PPE that are needed: • Mask • Gloves • Apron Masks should be Type IIR which is a fluid resistant surgical mask. The box should be clearly marked with Type IIR and 'BS EN 14683:2019' or 'EN 14683' or similar which means the masks have been tested to the correct standard. Also, the box should have the letters 'CE' which means they meet the criteria to be sold in the UK.</p> | <p><i>Coming into contact with potential virus and ensuring correct</i></p> | <p><i>H</i></p> | <p>PPE in place and supplied by Worcestershire.</p> <p>PPE may be worn by staff if crossing bubbles and when crossing bubbles. Staff on gates to wear visors. Parents to be asked to respect social distancing and use our other methods of communication rather than speaking to staff on the gates. Parents asked to wear face masks when on site following advice from WCC.</p> <p>All staff to wear face masks/visors when leaving their bubble areas - corridors, staffroom, photocopying room etc.</p> <p>PPE can be worn to teach by staff as part of their own risk assessments and if that is their wish.</p> <p>Visors are available from school. Face masks should be washed daily. Face masks should be stored in a sealed plastic bag when not being worn. All staff should follow government guidance on how to remove and put on their face masks and wash/santise their hands when taking their masks on/off. Staff should avoid touching their face or masks.</p> <p>PPE stored sealed in BMA for emergency use only</p> <p>The BMA to be used in an emergency situation. Room to then be sealed and closed for min of 72 hours before thoroughly cleaned, (including fogging)</p> <p>SLT and EC have offered to wear PPE and support children if needed. Full training on PPE is in place. Only to be used by those who have read the guidance on use.</p> | <p><i>September 2020 Updated Oct 2020</i></p> | <p><i>M</i></p> |
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| PPE | | | | | | |
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| <p>Response to suspected/ confirmed case of COVID19 in school</p> | <p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> • Which staff member/s should be informed/ take action • Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated • Cleaning procedure in place • Arrangements for informing parent community in place | <p><i>Risk of further cases/ spread of infection</i></p> | <p><i>H</i></p> | <p>https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19</p> <p>Follow procedures on display in office and Head's office. Report as soon as possible to LORT or DfE if outside of their hours. Follow process and guidance and direction from the LORT official</p> | <p><i>Sept 2020</i></p> | <p><i>M</i></p> |
| | <p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> • Approach to relocating CYP away from certain parts of the school to clean, if possible • Cleaning procedure in place • Arrangements for informing parent community in place | <p><i>As above</i></p> | <p><i>H</i></p> | <p>Agreement with parents to let school know asap. School to report to LORT and follow process and procedure.</p> <p>Bubble or those in close proximity as outlined by guidance to self-isolate. Community to support and follow guidance issued from Public Health</p> <p>Bubble area and zone to be sealed for 72 hours and the thoroughly cleaned.</p> <p>Area to be fogged after deep clean and left vacant until that bubble return</p> | <p><i>Sept 2020</i></p> | <p><i>M</i></p> |

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| <p>Pupil Re-orientation</p> <p><i>back into school after a period of closure/ being at home</i></p> | <p>Approach and expectations around school uniform determined and communicated with parents.</p> | <p><i>Feeling part of the school - risks of being able to source school uniform</i></p> | <p><i>L</i></p> | <p>Clean school uniform required. Come in PE kits on PE days and in appropriate attire when required for outdoor learning. Communicated to parents and uniform supplies checked</p> | <p><i>Sept 2020</i></p> | <p><i>L</i></p> |
| | <p>All students instructed to bring a water bottle each day. Water fountains not in use or strict social distancing and cleaning arrangements in place.</p> | <p><i>Being thirsty and forgetting water</i></p> | <p><i>M</i></p> | <p>Disposable cups available for individuals in emergency situations and these double bagged and disposed of at the end of the school day</p> <p>Contact parents and discuss if a regular occurrence Name water bottles if they come in unlabelled</p> | <p><i>Sept 2020</i></p> | <p><i>L</i></p> |
| | <p>Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.</p> <p>This includes bringing together pupils who have remained in school during closure and those at home and celebrating non-academic achievements of pupils whilst at home/ during school closure.</p> | <p><i>Emotional resilience and ability to settle back into school life</i></p> | <p><i>H</i></p> | <p>TED Focus</p> <p>Social aspect of learning focus for 1st two weeks as a minimum and then consider pupil readiness to return to full timetable of a broad and balanced curriculum</p> <p>Share SeeSaw</p> <p>Identify any pupils who need extra support from specialist TAs/teachers and ensure interventions are put in place to support</p> | <p><i>Sept 2020</i></p> | <p><i>L</i></p> |
| | <p>Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.</p> | <p><i>Access to Mental Health and bereavement support</i></p> | <p><i>H</i></p> | <p>All staff have had access to bereavement counselling</p> <p>2 trained children's Mental Health and Well being First Aiders - staff meeting in place to ensure staff are able to direct to that support</p> | <p><i>Sept 2020</i></p> | <p><i>L</i></p> |

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| | <p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> • Financial • Increased FSM eligibility • Referrals to social care and other support • PPG/ vulnerable groups | <p><i>DSL being unavailable</i> <i>Capacity</i> <i>Agencies reduced availability due to restrictions</i></p> | <i>H</i> | <p>Edenred – free food vouchers offered via government scheme</p> <p>Office staff trained in being able to signpost for support</p> <p>Safeguarding training updates shared with all staff</p> <p>DSLs to be active and making contact with families Re-engagement with services and their offers post lockdown</p> | <i>Sept 2020</i> | <i>M</i> |
| Safeguarding | <p>Individual CYP's risk assessments are in place and welfare checks being undertaken.</p> | <p><i>Re-opening arrangements not reflected in risk assessment.</i></p> | <i>M</i> | <p><i>Review risk assessments for children to ensure they reflect any changes due to reopening arrangements for eligible year groups</i></p> | <i>Sept 2020</i> | <i>L</i> |
| | <p>Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.</p> | <p><i>Staff not having access to correct tools to handle any disclosures</i></p> | <i>H</i> | <p><i>Staff refresher training session on processes and procedures and the revised wellbeing material.</i> <i>TED - update all staff as part of TED on changes to 2020 KCSIE. All to read documents saved to SSS Learning including advice on managing disclosures.</i> <i>New staff to be directed to Part 1 and Part 2 relevant training.</i> <i>All staff to undertake training update online.</i> <i>Training on having conversations and recording on My Concern</i></p> | <i>Sept 2020</i> | <i>L</i> |
| | <p>Updated Child Protection Policy in place.</p> | <p><i>No effective policy in place to follow that does not reflect County guidance</i></p> | <i>M</i> | <p>Adopted Temporary COVID19 Child Protection Policy WCF Model policy to be adopted and shared start of Sept</p> | <i>Sept 2020</i> | <i>L</i> |

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| | Work with other agencies has been undertaken to support vulnerable CYP and families. | <i>Lack of capacity</i> | <i>M</i> | Staff directed to DSL and DDSL who both are very experienced. Reminded of WCC Safeguarding team and support in place. Contact with Champion DSLs established in case both DSL and DDSL have to self-isolate or become ill. Links with Shires MAT in place to support this if it becomes an issue | <i>Sept 2020</i> | <i>L</i> |
| | Consideration given to the safe use of physical contact in context of managing behaviour. | <i>Danger to child or others</i> | <i>H</i> | <i>Review individual consistent management plans to ensure they include protective measures.</i> <i>Physical intervention to be avoided unless absolutely deemed essential</i> <i>To wear gloves/PPE and only if fully trained</i> | <i>Sept 2020</i> | <i>L</i> |
| Curriculum / learning | Current learning plans, revised expectations and required adjustments have been considered. | <i>Unable to identify needs of the pupils and ensure learning is pitched correctly</i> | <i>M</i> | Updated at start of term and shared Reviewed in light of AfL Working with all involved to ensure success | <i>Oct 2020</i> | <i>L</i> |
| | Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place? Each activity should be risk assessed and should not be run unless the risks can be mitigated <ul style="list-style-type: none"> • PE • Practical science lessons • DT/ FT | <i>Increased risks of Cross contamination</i> | <i>H</i> | Co-ordinators to evaluate their subject areas and issue advice and revised plans to the school team Risk Assessments for any activity to be written and agreed with SLT prior to any subject that is higher risk with COVID19. School team to keep up to date with current guidance for their subject area and share with the whole school to ensure we are working within permitted guidance and how everyone feels as safe as possible | <i>Sept 2020</i> | <i>L</i> |

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| environment | Whole school approach to adapting curriculum (S/M/L term), including: <ul style="list-style-type: none"> Wellbeing curriculum recognising 'non-curriculum' learning that has been done capturing pupil achievements/outcomes | <i>Continued negative impact on learning and Catch up</i> | <i>M</i> | <i>staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.</i> <i>Catch up on School Development plan and part of the agreed focus for the year.</i> <i>Focus on children being able to learn effectively under the new regimes at school and classroom practices and consideration to the whole child and their experiences.</i> | <i>Sept 2020</i> | <i>L</i> |
| | Student behaviour policy reviewed and amended where necessary in line with the current circumstances. | <i>Staff and children not following behaviour policy and putting others at risk</i> | <i>M</i> | <i>Stricter policy in place with regards to crossing bubbles and not following rules in place. If anyone is placed in danger of higher risk of infection transmission then temporary exclusions will be issued. Work with parents and the child will be undertaken to ensure these are at a minimum and the child is safe in school.</i> | <i>Sept 2020</i> | <i>L</i> |
| CYP with SEND | Approach to provision of the elements of the EHCP including health/therapies. | <i>Child unable to access essential therapies</i> | <i>M</i> | <i>Create RA for any children with an EHCP. Assess with supporting agencies their RA and enabling vital work to continue as safely as possible.</i> | <i>Sept 2020</i> | <i>L</i> |
| | Annual reviews. | | <i>L</i> | <i>None due in school currently</i> | <i>Sept 2020</i> | <i>L</i> |
| | Requests for assessment. | <i>Not able to access services for assessments</i> | <i>M</i> | <i>Follow guidance and advice proved by WCF and follow their RA for services to ensure safe working practices are followed</i> | <i>Sept 2020</i> | <i>L</i> |
| Attendance | Approach to supporting attendance for prioritised year groups determined. | <i>Children and families not coming back to school</i> | <i>H</i> | <i>Analyse the school attendance and make contact with individuals as soon as possible</i> <i>Ensure codes for attendance are being correctly applied so we can track those self-isolating, absent for illness as compared to absence for other reasons</i> <i>Seek support from EWO to address non-attendance</i> <i>Support those families struggling to send their children in and work with the families to address any poor attendance</i> | <i>Sept 2020</i> | <i>M</i> |

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| | Approach to support for parents where rates of persistent absence were high before closure. | <i>Continued persistent absence</i> | <i>M</i> | <i>Ensure contact with families Monitor attendance Support those families to address attendance Seek support from a variety of external agencies Follow the attendance policy</i> | <i>Sept 2020</i> | <i>L</i> |
| Communication | Information shared with staff around the re-opening plan, returning to site, amendments to usual working patterns/ practices and groups. | <i>Staff not sure of arrangements and do not feel safe to come back to work</i> | <i>M</i> | <i>TED focus Use of PING, Office365, shared via Sharedfiles, support from Phase Leaders</i> | <i>Sept 2020</i> | <i>L</i> |
| | Re-opening plans shared with governors. | <i>Lack of agreement with re-opening plans</i> | <i>M</i> | <i>Teams meeting and on Governors Sharefile so all agree and challenge the plans for re-opening to ensure as safe as possible for all involved</i> | <i>August 2020</i> | <i>L</i> |
| | Communications with parents: <ul style="list-style-type: none"> Plan for partial re-opening Social distancing plan Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning | <i>Timings to enable all communications to be sent out and support with enabling the community to work with the school</i> | <i>H</i> | <i>Website page Use of Ping Communications from class teachers Use of SeeSaw and Tapestry Delayed start for new Reception shared via email and setting up on Tapestry. Clear communication of the starting transition plan to ensure a settled start</i> | <i>July/ August 2020</i> | <i>L</i> |
| | Pupil communications around: <ul style="list-style-type: none"> Changes to timetable Social distancing arrangements Staggered start times Expectations when in school and at home Travelling to and from school safely | <i>Children feeling anxious about coming back</i> | <i>M</i> | <i>Seesaw, Tapestry and home learning Transition days offered at the last week of school in the summer term 2020 Clear induction for September around routines, changes and settling back into school life</i> | <i>July and Sept 2020</i> | <i>L</i> |

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| | On-going regular communication plans determined to ensure parents are kept well-informed | <i>Parents anxious about the risks to coming back to school</i> | <i>M</i> | <i>Ping, Letters, website updates, social media</i> | <i>Autumn term 2020</i> | <i>L</i> |
| Governors/ Governance | Meetings and decisions that need to be taken prioritised. | <i>Decisions not being made in a timely fashion</i> | <i>H</i> | <i>Virtual governing body meetings Decisions being made via online communications / Teams/email Priorities being identified via WCF and Government communications and the annual overview for Trustee deadlines</i> | <i>March 2020</i> | <i>M</i> |
| | Trustees are clear on their role in the planning and re-opening of the school, including support to leaders. Approach to communication between Leaders and governors is clear and understood. | <i>Not quorate to make decisions needed in the immediacy</i> | <i>H</i> | <i>Teams introduced and used for meetings Extra meetings called to agree decisions to ensure safe opening Accepting email vote to ensure decisions are timely</i> | <i>March 2020</i> | <i>L</i> |
| | Certain aspects of Trustees responsibilities 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 then these will be reviewed and reinstated. | <i>Lack of Trustees/ governors due to COVID19 and availability</i> | <i>M</i> | <i>Clerk to prioritise needs with Chair of Trustees and (governance after Sept 2020) Keeping abreast of the COVID guidance for schools and deadlines to ensure correct priorities are identified and worked upon.</i> | <i>March 2020</i> | <i>L</i> |
| School events, including trips | The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips. | <i>Increased risk from coming into contact with those outside school and travelling on transport</i> | <i>H</i> | <i>All cancelled until September at the earliest Continued to be cancelled until deemed safer</i> | <i>Sept 2020</i> | <i>L</i> |

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|----------------|--|--|----------|--|------------------------|----------|
| Finance | Additional costs incurred due to COVID19 are understood and clearly documented. | <i>Unable to afford basic requirements for safe re-opening</i> | <i>H</i> | <i>If applicable Governors will be notified. Basic resources for re-opening are currently being purchased</i> | <i>March 2020</i> | <i>M</i> |
| | Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM | | | <i>Not eligible</i> | <i>Sept 2020</i> | |
| | Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting. | <i>Meeting requirements of value for money</i> | <i>H</i> | <i>Governors notified of loss of earnings WAC and nursery</i> | <i>Sept 2020</i> | <i>M</i> |
| | Insurance claims, including visits/trips booked previously. | <i>Meeting requirements of value for money</i> | <i>H</i> | <i>All relevant claims made _ 2 residential</i> | <i>July 2020</i> | <i>L</i> |
| | Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering | <i>Unable to open as services for safe running of school</i> | <i>H</i> | <i>Lourdes IT and Shires catering reintroducing on site services 1st June 2020</i> | <i>1st June 2020</i> | <i>L</i> |
| | Ensuring extra monies for catch up is SMART and strategic in its focus | <i>Money that is ring fenced not spent for best impact upon pupils</i> | <i>H</i> | <i>Clear development plan in place for PP, SEND and catch up funding to ensure greatest impact of spending</i> | <i>Agreed Nov 2020</i> | <i>L</i> |

