

The HERA Primary Academy Trust
Kings Road Primary School
COVID19 Risk Assessment and Action Plan - Full Opening September 2020

Assessment completed by: D. Baker	Position: CEO	Approved by Board of Trustees:
Reviewed by: K. Riches	Position: HOS	Date of last review: 24/08/20
Date of first assessment: 19.05.20	Review interval: Monthly or in line with new guidance	Date of next review: 30/09/20

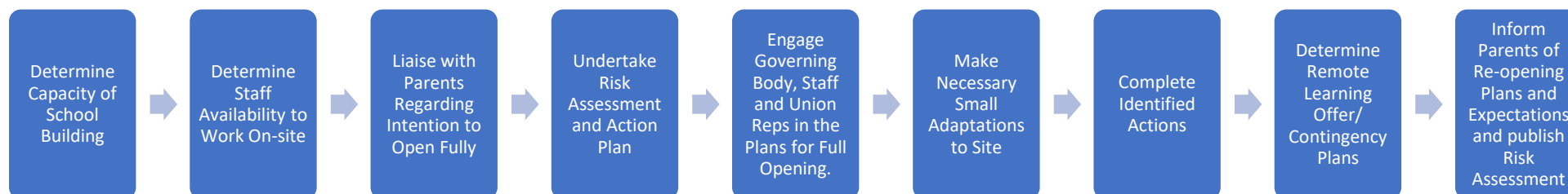
Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the full opening of the school and ensure the school continues to operate in a safe way. All pupils have been asked to return to school full time from 2 September 2020. The Government have advised schools that, “the risk to children themselves of becoming seriously ill from coronavirus is very low” and that following their advice “will effectively minimise risks”

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

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

Steps of Full Opening Preparation:



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Theme/Hazard	Current control measures in place	Current risk level	Further control measures required (If current risk is too high)	Further action required	Date to be completed (By whom)
Engagement in risk assessment and planning	<ul style="list-style-type: none"> • The Risk Assessment process fully engages all staff, members of the Board of Trustees and union representatives where applicable. • The Risk Assessment process has taken into account the joint union “Workplace Checklist for September” the Essex LA model Risk Assessment, the DfE guidance for full reopening and the previous Risk Assessment that was in place for partial opening during lockdown. 	L		<ul style="list-style-type: none"> • Ensure final RA is approved by trust board prior to implementation • Share Risk Assessment with all staff • Publish Risk Assessment to school website • RA to be updated as soon as any change is implemented • Staff to be reminded that any concerns must be reported to Phase Leaders who will report to HoS for consideration in review process 	<p>CEO 31/08/20</p> <p>HoS 02/09/20</p> <p>HoS 02/09/20</p> <p>CEO/HoS Ongoing</p> <p>PL/HoS Ongoing</p>
Preparing Buildings and Facilities	<ul style="list-style-type: none"> • Premises and utilities have been health and safety checked and building is compliant. <p>Checks include:</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 	L	<ul style="list-style-type: none"> • Normal site inspections and testing to continue throughout summer holiday closure • Termly H&S site inspections, monitoring and reporting to continue 	<ul style="list-style-type: none"> • Facilities Manager to conduct H&S inspection prior to full reopening • CEO/H&S trustee to attend H&S inspection during autumn term 	<p>01/09/20 JR</p> <p>31/10/20 CEO/Trustee</p>

	<ul style="list-style-type: none"> ○ Insurance covers reopening arrangements ● RPA insurance has been checked and covers reopening arrangements 				
	<p>Office</p> <ul style="list-style-type: none"> ● Office spaces have been re-designed to allow staff to work safely i.e. adequate space between staff, increased ventilation, distance from visitors, no sharing of work stations/equipment ● Admin staff are working from home where possible ● All admin staff are operating a clear desk policy to facilitate increased cleaning ● Additional cleaning materials made available and a cleaning rota for high use areas in place ● Office is closed to all but essential visitors and site entry system available to enable visitors to be seen outside of the office ● Parents/carers have been asked to contact the school via telephone/email and not in person ● Pre booked appointments are required for any essential meetings between parents and staff. 	M	<ul style="list-style-type: none"> ● Admin staff to be asked to consider the wearing of masks in school based on recent government advice to wear masks in shops and enclosed spaces ● Staff update/training ● Ensure that reminders are sent to parents/carers 	<ul style="list-style-type: none"> ● Government guidance to be kept under constant review ● Admin team meeting to discuss concerns and new ways of working ● Reminders to be sent via email/text and weekly newsletter 	<p>CEO ongoing</p> <p>HoS/CFO 01/09/20</p> <p>HoS Ongoing</p>
	<p>Entry/exits</p> <ul style="list-style-type: none"> ● Any physical changes to entrance and exit routes and/or signage required to allow social distancing are in place and have been communicated to parents/carers. ● 2m markers have been added to entry/exit routes and likely queueing points outside 	M	<ul style="list-style-type: none"> ● Review effectiveness of the arrangements in light of increased numbers of parents arriving. 	<ul style="list-style-type: none"> ● If/where required, new 2m markers to be put in place ● Any adaptations to entry/exit routes/systems to be communicated to parents/carers immediately 	<p>JR/Site Team From 03/09/20</p> <p>HoS Ongoing</p>

	<p>Lettings</p> <ul style="list-style-type: none"> External providers of clubs have been contacted and asked to provide details of their RA 		<ul style="list-style-type: none"> Parents/carers to check any external providers used are operating within current government guidance. 	<ul style="list-style-type: none"> Parents/carers to be signposted to current government guidance 	HoS 04/09/20
	<p>Deliveries</p> <ul style="list-style-type: none"> Signs are in place for deliveries to be left at the front door Entry system in place so that contactless deliveries can be Where access is required, hand sanitiser is available and visitors are asked to maintain a 2m distance. Visitors are asked not to attend if they have any symptoms. 		<ul style="list-style-type: none"> Ensure that ALL staff remain aware of the procedures and that these are being applied consistently 		
Emergency Evacuations	<ul style="list-style-type: none"> Evacuation routes are confirmed, and signage accurately reflects these. Consideration given to PEEP – buddies are assigned or reassigned according to available persons. Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff. <p><i>NB: In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i></p>	L	<ul style="list-style-type: none"> Arrange a fire drill for early in the term to ensure that the arrangements made work in practice and there are no further amendments required Staff update training on evacuation routes 	<ul style="list-style-type: none"> Fire drill to be arranged Ensure that staff are aware of the changes to the fire evacuation procedure during training 	HoS 25/09/20 HoS 02/09/20
Cleaning and waste disposal	<ul style="list-style-type: none"> Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance. NHS grade 24 hour sanitiser used by cleaning company 	M	<ul style="list-style-type: none"> Remind staff of the need for existing arrangements to continue into the new term Pupils to be reminded about the, “Catch it, bin it, kill it” 	<ul style="list-style-type: none"> Staff update training Messages delivered regularly to pupils through weekly online assemblies 	HoS 02/09/20 ALL STAFF Ongoing

	<ul style="list-style-type: none"> • Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps toilet facilities particularly door handles, locks and toilet flush etc. are all thoroughly cleaned and disinfected daily • Enhanced cleaning regime for communal toilets in place and includes regular checks by Site Team especially after breaks times • Hand sanitiser stations have been installed inside the entrance to each classroom, offices, staff room and designated entrances around the building • Cleaning materials are being checked and ordered so that stock is always available • Hand towels, handwash and hand sanitiser stations are to be checked and replaced as needed by SITE TEAM and cleaning staff • Any masks worn by children/staff can be safely disposed of in class lidded bins 		<p>approach to respiratory hygiene.</p> <ul style="list-style-type: none"> • Additional time will be needed to enable pupils to wash/sanitise their hands before and after breaks, on arrival etc. 		
	<ul style="list-style-type: none"> • Cleaning staff have enough capacity to meet the enhanced cleaning requirements and enhanced expectations have been made clear • Cleaners aware of 'high traffic areas' for focused cleaning • NHS grade 24 hour sanitiser used in daily cleaning • System in place for disposal of any potentially contaminated waste - Any potentially contaminated waste will be double bagged and stored outside for 72 hours before collection • Arrangements in place to notify cleaning staff of any potential or confirmed cases prior to each cleaning session 	M	<ul style="list-style-type: none"> • Remind staff of the requirement for reporting any cleaning issues to the a member of the Facilities Manager or SBM for action • Cleaning and site staff to be reminded of these arrangements 	<ul style="list-style-type: none"> • Staff update training 	<p>HoS 02/09/20</p> <p>JR 02/09/20</p>

	<ul style="list-style-type: none"> • Wall mounted hand sanitisers installed at classroom entrances, offices, staffroom, classrooms and identified entrances/exits around the school. • Lidded bins in classrooms • Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach • Stock check and ordering schedule in place. 				
Classrooms	<ul style="list-style-type: none"> • Classrooms have been re/arranged to allow as much space between individuals as practical. • Classroom entry and exit routes have been determined and appropriate signage in place. • Where practical, individual learning resources available to reduce incidence of 'sharing' of resources within each bubble • Resources that are not easily washable have been removed from classes and will not yet be returned • Teachers maintain a 2m distance from pupils when teaching at the front of the class • Posters are displayed reminding all about the expectations • 	L	<ul style="list-style-type: none"> • CTs to allocate pupils their own equipment to use when possible – i.e. pens/pencils/books etc. • Shared equipment can be used but will need to be cleaned more regularly • Any equipment shared by groups that cannot be effectively cleaned to be left for 72 hours between uses • Children will be seated facing forwards – either at desks or on carpet spaces • Teachers to stand behind pupils when providing feedback/marking • Teachers to maintain a height distance between themselves and their pupils where possible • All adults to consistently maintain 2m distancing from other adults at all times • Although social distancing, for children in classes, is no longer required, children 	•	

			<ul style="list-style-type: none"> will be encouraged to maintain distance as appropriate for their age. 		
Staffing	<ul style="list-style-type: none"> Staffing numbers required have been determined including support staff such as facilities, IT, midday and office/admin staff. Including at least one of the following: <ul style="list-style-type: none"> Paediatric First aider Designated Safeguarding Lead (DSL) SENCO Caretaker/site member Office staff member A clear approach to staff absence reporting and recording in place. Consideration given to staffing roles and responsibilities with regards to the contingency of remote provision alongside in school provision and these have been communicated. 	L	<ul style="list-style-type: none"> Staff absences to be covered internally wherever possible Ensure All staff aware of correct procedure If a bubble has to isolate, the teacher will revert to remote learning via appropriate online platform. Where required, hard copies of learning tasks will; be made available to families. If the teacher is unwell and unable to provide remote learning this will be covered internally The class teacher will be responsible for providing remote learning for individual pupils unable to attend due to COVID19 	<ul style="list-style-type: none"> Ensure that systems are in place to share school protective measures arrangements with any external cover staff if used Update training to include reminder of sickness absence procedure HoS to meet with SLT to discuss, finalise and implement contingency plans in the event of a closure and/or the class teacher being unwell. 	<p>HoS 02/09/20</p> <p>HoS 02/09/20</p> <p>HoS by 25/09/20</p>
	<p>Individual Risk Assessments</p> <ul style="list-style-type: none"> Any staff who have previously been shielding, clinically vulnerable or living with someone shielding have been identified via a self-declaration form. 	H	<ul style="list-style-type: none"> Individual risk assessments to be written with staff who have high vulnerability or anxiety about returning safely to work 	<ul style="list-style-type: none"> Complete individual risk assessments with relevant staff and set review date 	HoS 01/09/20

			<ul style="list-style-type: none"> Alternative working arrangements may need to be applied to support their safe return such as, home working, redeployment to older year groups etc. 		
	<p>Staff Meetings</p> <ul style="list-style-type: none"> Approaches to staff meetings are in place – all meetings will take place virtually or in a large open space that enables a 2m distance to be maintained 	M	<ul style="list-style-type: none"> Staff to be regularly reminded that there is an increased risk of infection between adults than from children to adults 	<ul style="list-style-type: none"> Messages shared at staff training by HoS Continual updates and reminders shared Staff to report any concerns 	HoS/SLT 02/09/20 & ongoing
	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support</p> <ul style="list-style-type: none"> How staff are supported to follow this within their own situations and that of pupils and colleagues is clear Board of Trustees, CEO and HoS draw on all available information and guidance when considering any actions that could impact negatively on staff/leadership well-being Regular checks made on all leaders to ensure levels of stress are managed appropriately Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements 	M	<ul style="list-style-type: none"> Need to ensure that staff wellbeing is monitored frequently and staff are given the opportunity to raise any concerns. HR & Pay Committee to hold leaders to account for the management of staff wellbeing 	<ul style="list-style-type: none"> Regular feedback at SLT meetings from Phase Leaders Staff to share concerns with Phase Leaders/SLT CEO to meet at least one every two weeks with HoS/CFO/Facilities Manager 	HoS/PL Fortnightly Ongoing Ongoing

	<ul style="list-style-type: none"> Regular phase meetings will give all staff the opportunity to share feelings with others. 				
	<ul style="list-style-type: none"> Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance A process is in place for asking staff to get tested in the event of developing symptoms – these may be at home tests. 	L	<ul style="list-style-type: none"> Guidance on what to do in the event of developing symptoms emailed to staff and displayed on the staff noticeboard and updated in line with any amendments to the guidance. 	Staff updated /reminded at start of term.	HoS 02/09/20 Ongoing
	<ul style="list-style-type: none"> The approach for inducting new starters has been reviewed and updated in line with current situation. New staff have been given key information prior to starting work. 	L		<ul style="list-style-type: none"> Ensure that induction pack has been amended to include all updated information 	HoS 01/09/20
	<ul style="list-style-type: none"> Return to work procedures are clear to all staff and have been communicated at training Related documents are displayed on staff notice board Virtual training video (Dr Matt Butler) sent to ALL staff W/B 13/07 and also incorporated into whole school CPD during INSET on 1st/2nd September. <p>https://www.youtube.com/watch?v=qXsWp4Qib3k</p>	L	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Reminders for all staff shared at update training 	HoS 02/09/20
	<ul style="list-style-type: none"> Any staff contracts that needed to be issued, extended or amended considering the current situation have been. 	L	<ul style="list-style-type: none"> Some staff hours will need to be amended to reflect the change to pupils start and finish times. 	Expectations to be clarified in writing	CEO/CFO 02/09/20
	<ul style="list-style-type: none"> Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved. 	L		HR FAQs document to be referenced when required.	CEO/HoS

	<ul style="list-style-type: none"> • Arrangements are in place for any externally employed adults delivering learning in school to receive same info and training as school staff • Protocols and expectations have been shared • Adults will maintain a 2m distance between themselves and groups where possible • All shared equipment will require stringent cleaning between uses • Reduced offer of activities which maintain social distancing, all equipment stringently cleaned. • 		<ul style="list-style-type: none"> • The school will take responsibility for ensuring that anyone working in school is compliant with our protective measures arrangements 	<ul style="list-style-type: none"> • Ensure that messages are reiterated before any externally employed adults start work within school • Check RA from any external contractors • Address any breaches of protocol with individuals • Essex Music Services to be contacted regarding plans and advice for recommencement of 1:1 music lessons 	<p>CEO/HoS Ongoing</p> <p>J Playford/C Poole</p>
Group Sizes	<ul style="list-style-type: none"> • All children will be grouped into distinct “groups”. These will be the size of one class as much as possible • There will be times when one group needs to join with another to create a year group “group” however this will either be outside or in larger spaces to mitigate risk and will only occur to facilitate effective running of the school e.g at breaktimes and lunchtimes. • Contact between groups will be minimised as much as possible • There will be no assemblies apart from online or class assemblies 	M	<ul style="list-style-type: none"> • Toilets will be shared by more than one group but arrangements are in place to increase the frequency of cleaning of these areas. • Ensure that all staff understand the importance of the group integrity and how to maintain this. 	<ul style="list-style-type: none"> • Site Team to check/clean any shared toilets following break times • Staff reminded of expectations at update training 	<p>JR Ongoing</p> <p>HoS 02/09/20</p>
	<ul style="list-style-type: none"> • Staff have been allocated to set class/phase groups. • To support the effective running of the school, and to ensure that a full educational offer can take place, there are times when staff will need to work across more than one group. i.e. PPA 	M	<ul style="list-style-type: none"> • Staff that move between class/phase Bubbles to receive additional support/advice on adopting strict COVID secure practices 		<p>PL/HoS Ongoing</p>

	time or to provide management time or to provide support for a child with specific needs				
Social Distancing	<p>Arrangements implemented include:</p> <ul style="list-style-type: none"> • Parents aware of staggered school drop off and pick up times (whilst maintaining a full school day for all pupils) • Staggered/limited amount of moving around the school • Unnecessary furniture removed from the classrooms to ensure space to move around • Staggered lunch and break times • Plans in place to maintain distance between each “group” at lunchtimes • Pupils only able to use the toilets one at a time during class time • Staggered breaktimes minimise contact between staff • Whole school assemblies will be conducted virtually, all other daily acts of worship will be class based. 	L	<ul style="list-style-type: none"> • All staff to be responsible for ensuring measures remain in place. • Adults on duty to monitor use of toilets during breaktimes to prevent mixing from different groups 	<ul style="list-style-type: none"> • SLT ensure staff and pupils are regularly reminded of expectations • Reminder to sent to parents/carers re need to maintain 2m social distancing during drop off/pick up times 	<p>ALL STAFF Ongoing</p> <p>HoS 02/09/20</p>
	<ul style="list-style-type: none"> • Parents aware of designated entrances for drop off and pick up to avoid children/parents congregating and breaching social distancing when arriving at/leaving school • 2m queuing markers in place at entrances • Parents informed only one adult to accompany child • Teachers meet pupils at gates (parents not entering site) and lead children straight to class through agreed routes with 2m floor marking to support children to keep 2m distance 	L	<ul style="list-style-type: none"> • Regular reminders to parents, children and staff • Staff to be at designated entry/exit points on time 	<ul style="list-style-type: none"> • Letter sent to parent/carer to remind them of importance of adhering to this protocol • Staff to remind pupils of above 	<p>HoS 04/09/20</p> <p>CTs 023/09/20 then ongoing</p>

	<ul style="list-style-type: none"> Behaviour expectations have been amended and demonstrate how school will address any potential breaches to social distancing, including deliberate or repeated breaches. Shared with parents prior to end of term. 	L	<ul style="list-style-type: none"> Regular revisiting with pupils in class assemblies. Staff will need to be mindful that pupils' time at home may have impacted on their behaviour in school and time should be allocated through PSHE/Jigsaw lessons to reinforce positive behaviour expectations. 		CTs Ongoing
	<ul style="list-style-type: none"> Arrangements are in place for the use of the playground and relevant equipment. Outdoor equipment will not be used unless it can be cleaned more frequently. 	M	<ul style="list-style-type: none"> If enhanced cleaning of this equipment is found to be unmanageable then the apparatus will be taken out of use. Each group has been allocated a specific area for outdoor play There will be times that two groups may need to mix outside to create a year group "group" Adults will maintain a 2m distance between themselves and pupils and will encourage pupils to maintain distance. The risk is mitigated by being outside. During wet play pupils will remain in their class groups inside. 	<ul style="list-style-type: none"> Staff to be reminded of key measures and that outdoor equipment should not be used unless it is appropriately cleaned before a group of children use it, including picnic benches. 	HoS 02/09/20

Transport	<ul style="list-style-type: none"> Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible. There are currently no children using private transport providers so no arrangements have been put in place with transport providers to support any staggered start/end times. 	L		Regular reminders in newsletter	HoS Ongoing
Catering	<ul style="list-style-type: none"> Arrangements are in place to provide food (packed lunch for first half term) to pupils on site, including the requirement of universal free school meals CEO agreed menu options with Kitchen Manager and catering company prior to end of summer term. Catering information/meal options shared with parents/carers via email Pupils can bring own packed lunch in disposable container/bag, which will be stored in classroom. Tuck Shop provision will remain suspended 	L	<ul style="list-style-type: none"> Review current provision and reinstatement of hot meals with ISS. Hot meals to be provided from 2ndn November 2020. 	Schedule meeting with ISS	CEO 18/09/20
	<ul style="list-style-type: none"> Arrangements are in place for where each group of pupils will eat lunch and ensure that groups do not mix with children from other groups. Lunch times are staggered to enable cleaning between groups and minimise contact between groups Spaces have been allocated to particular groups to maintain distance The staggered lunchtime facilitates the separation of groups on the playground after eating. 	M	<ul style="list-style-type: none"> Midday staff may need to mix with more than one group. The risk is minimised by the contact taking place outside and by the staff member maintaining a 2m distance between themselves and the pupils where possible. 	<ul style="list-style-type: none"> Key messages shared with staff during training Ongoing reminders for MDAs by Midday Supervisor followed up with individual information Monitoring will highlight any concerns or non-compliance 	HoS/SLT/Lead MDA 02/09/20 & ongoing

	<ul style="list-style-type: none"> Pupils will require additional time before and after lunchtime for handwashing 				
Internal Extra-Curricular Clubs	<ul style="list-style-type: none"> For the autumn term a reduced number of sports clubs will be available to individual bubble groups. These will be run by the Sports Coach Teachers will not run any clubs during the autumn term 		<ul style="list-style-type: none"> Weather permitting, all clubs to take place outside Children from different bubbles cannot attend the same club Equipment to be sanitised before use by a different club/bubble Parents to drop (am only clubs) and collect children at Dixon Road entrance for clubs 	<ul style="list-style-type: none"> Review provision and ensure equal offer to all year groups planned across the year Drop off and collection arrangements to be made clear to parents in club letters. 	<p>HoS, PE SL and Sports Coach Ongoing</p> <p>November review for spring term</p>
PPE	<ul style="list-style-type: none"> The DfE guidance regarding PPE has been shared with staff PPE is available for office staff dealing with pupils/staff who display symptoms during the day and are awaiting collection (where a 2m distance cannot be maintained) PPE supplies are checked regularly and replaced as used Back up stock is available within the trust Catering staff are asked/advised to wear masks due to their close proximity to others in the kitchen Full sets of PPE available in all classes 		<ul style="list-style-type: none"> Staff will not be prevented from wearing PPE if they wish to Masks and face visors will be available for all staff and the potential benefits and disadvantages to wearing them can be discussed should a staff member request it Staff to be reminded of when to use, how to handle and availability of all PPE 	<ul style="list-style-type: none"> Individual meetings to take place between HoS and any concerned staff 	HoS ongoing
Response to a suspected or	Engagement with NHS Test and Trace		<ul style="list-style-type: none"> School leaders need to hold firm in their request for 	<ul style="list-style-type: none"> HoS to remind staff of their responsibilities in 	HoS/CEO

<p>confirmed case of COVID 19 in school.</p>	<ul style="list-style-type: none"> • School leaders have familiarised themselves with the DfE guidance on NHS Test and Trace • School leaders know how to contact their local PHE England Team for advice in the event of a confirmed case • Staff and parents/carers have been advised that they will be required to; <ul style="list-style-type: none"> ○ get a test if they are displaying symptoms ○ provide contact details for anyone they have been in close contact with ○ self-isolate if they have been in close contact with someone who develops symptoms or tests positive whilst they wait for a test themselves ○ inform the school as soon as possible of the outcome- whether positive or negative 		<p>parents and staff to engage in the test and trace process. Non-compliance will result in individual not being able to attend the school.</p> <ul style="list-style-type: none"> • Parents have been advised of this requirement in a letter from the trust. 	<p>relation to test and trace.</p> <ul style="list-style-type: none"> • <input type="checkbox"/> Trust CEO to support school in messages to parents/carers about engagement in this process 	<p>02/09/20 & ongoing</p>
	<p>If a pupil or a staff member displays symptoms of coronavirus during the school day the following procedure has already been implemented and will remain in place</p> <ul style="list-style-type: none"> • HoS (or most senior member of staff) to be notified immediately • If staff member, they will be sent home immediately and asked to arrange a test • If pupil - Isolate in sick bay/allocated room, close door and monitor through window. Keep minimum 2m distance at all times. Contact parent to collect immediately and ask them to arrange a test • If the child/staff member needs to use the toilet whilst they are waiting they should use the single disabled access wc and this needs to be cleaned before anyone else can use it • As soon as the outcome of the test is known the staff member/parent/carer must advise the school of the outcome. 		<ul style="list-style-type: none"> • A template letter will be provided for schools to inform staff and parents of a positive case • <input type="checkbox"/> Schools must not share the personal details of anyone who tests positive unless it is essential to protect others. Advice will be given. • If a member of staff has helped someone with symptoms they do not need to go home and self- isolate unless they themselves develop symptoms or they are later directed to do so by PHE. • Any staff member or child who has had contact with 	<ul style="list-style-type: none"> • In the event of a positive case, CEO/HoS to follow all instructions/actions issued by PHE • Parents/Staff to be informed by HoS • Board of Trustee to be informed by CEO 	<p>As required</p>

	<ul style="list-style-type: none"> • In the event of a positive test PHE will be informed for advice and they will guide the school through the actions required • If the test is negative and the symptoms have lessened the individual will be able to return • If the test is negative and the individual is still displaying significant symptoms indicative of Covid19 they will be encouraged to continue to self-isolate until the symptoms have abate • Any area that the child/staff member has been using needs to be cleaned thoroughly. • Cleaning staff should be informed of the possible case prior to starting work in that room. 		<p>the affected person should wash their hands thoroughly for 20 seconds with soap and water.</p>		
Pupils reorientation	<ul style="list-style-type: none"> • The pupils will now be asked to wear school uniform as the requirement for daily clothes washing has been lifted in the most recent guidance. • Pupils will be instructed to continue to bring a water bottle to school every day and water fountains remain out of use • The school instigated a timetable which allowed all pupils to return to school prior to closure for summer to support their reintegration in September • Parents have been contacted to ask them to contact the school if they require any further information/support • A reviewed Bereavement policy is in place 		<ul style="list-style-type: none"> • <input type="checkbox"/> School needs to consider the financial implications for some parents. • Some pupils may have grown out of uniform and not yet been able to replace items • Further guidance may need to be sought to address needs as yet unknown. 	<ul style="list-style-type: none"> • Letter sent to parents outlining expectations for uniform, what to bring to school and new start and finish times • Staff to receive support/further training on how to support pupils with specific needs • Review PPG strategy to ensure that funds available are being redirected as appropriate 	<p>HoS 17.07.20</p> <p>HoS/SENCo Ongoing</p> <p>HoS/PPG Lead Ongoing</p>
Transition	<ul style="list-style-type: none"> • Year 6 teachers and SENCo have met secondary colleagues for Y7 transition • Safeguarding records have been transferred 		<ul style="list-style-type: none"> • Teachers will be using a variety of materials to support wellbeing when pupils return 	<ul style="list-style-type: none"> • Staff to receive support/further training on how to support pupils with specific needs 	<p>HoS/SENCo Ongoing</p>

	<ul style="list-style-type: none"> All pupils were invited to a virtual 'Meet the Teacher' session for their new class at the end of the summer term to support transition Plans are in place for new reception pupils starting in September and "Meet the Teacher" face to face sessions took place for parents and new reception children outside during the final days of the summer term 		<ul style="list-style-type: none"> Further guidance may need to be sought to address needs as yet unknown 	<ul style="list-style-type: none"> Review PPG strategy to ensure that funds available are being redirected as appropriate 	HoS/PPG Lead Ongoing
Remote Education Contingency Plan	<ul style="list-style-type: none"> If the school is advised that a "group" needs to close, or if a local outbreak means the school has to close there is an expectation, from the DfE, that the school will be able to provide remote learning from the following day. The school has established Google Classroom as an online platform and effective alternative arrangements for pupils who do not have access to this Staff have been providing home learning since the start of lockdown so are familiar with this approach Parents/carers have been signposted to the Oak Academy, BBC Bitesize and a range of alternative remote learning platforms should an emergency situation arise where the school requires additional time to establish its offer. 	M	<ul style="list-style-type: none"> Not all pupils have access to internet or technology to access remote learning. A record needs to be compiled and regularly updated for each class to ensure so that staff are aware which children this could impact on. If a bubble needs to close due to the class teacher being unwell and remote learning needs to be implemented, this will be provided by internal staff. 	<ul style="list-style-type: none"> Survey parents/carers regarding access to technology and remote learning for each child in the home SLT to determine contingency plan for the closure of a Bubble where teacher cover could be required 	SLT Sept 2020 HoS/SLT 25/09/20
Safeguarding	<ul style="list-style-type: none"> The intention is that all pupils return to school and consideration has been given to any pupils who may find this transition difficult All staff to continue to use CPOMS to record concerns Agencies supporting families have been worked with and meetings have been held remotely - this will continue Staff have received updated training around managing disclosures 	M	<ul style="list-style-type: none"> Staff will need ongoing training to identify concerns and know how to address these Consideration needs to be given as to how to support any families that will not engage with school. SENCo /FSC continue to make daily contact with families who 	<ul style="list-style-type: none"> CP policy to be reviewed and updated to reflect latest guidance Staff training led by DSL and key messages shared on staff noticeboard 	CEO/HoS 02/09/20 Ongoing

	<ul style="list-style-type: none"> Staff have been asked to access online training whilst working from home 		do not return in September and report at weekly Safeguarding Meetings		
Curriculum / learning environment	<ul style="list-style-type: none"> Current curriculum offer has been reviewed and decisions taken about what will be taught and focused on DfE guidance on key Maths knowledge in each year group has been shared with staff Schemes of work have been reviewed Decisions have been taken about any timetable changes required The school will continue to offer a broad curriculum with a greater emphasis on emotional wellbeing and resilience during the first half term <input type="checkbox"/> Consideration has been given to what subjects can and cannot take place and what risks need to be mitigated; <ul style="list-style-type: none"> PE to be outside wherever possible No contact sport to be played <ul style="list-style-type: none"> Shared equipment needs to be cleaned after use OR left for 72 hours between uses Teachers should be at the back of the class if pupils are chanting/singing Staff to adopt a cycle of plan, teach, assess and address for identifying gaps Aim to return to full curriculum by Jan 2021 The behaviour policy has been updated to reflect changes <p>Homework</p> <ul style="list-style-type: none"> All homework to be set online using a variety of technology including Google Classroom, Tapestry and SeeSaw 	L	<ul style="list-style-type: none"> Potential risk that some teachers could narrow their curriculum offer to try to address gaps in learning 	<ul style="list-style-type: none"> Ongoing monitoring of provision to address any narrowing of curriculum Once detail of “catch up” fund is announced finalise and agree best use of funds based on the needs of the pupils Parents to be notified of systems in place for homework 	<p>HoS/SLT Ongoing</p> <p>HoS/CEO/SLT</p> <p>HoS/SLT/CT</p>

	<ul style="list-style-type: none"> Home to school reading books will be subject to a 72 hour quarantine system before being returned to circulation Where appropriate reading activities will be supplemented with online reading resources 				
Children with SEND	<ul style="list-style-type: none"> Where physical contact is required to manage behaviour/personal needs, consideration has been given to hygiene measures required to minimise risk Consideration has been given to any pupils with additional needs who may find the transition in Sept difficult Contact with families has been maintained during lockdown Meetings/EHCP reviews will continue to be conducted virtually and attended remotely Staff have been asked to access online training whilst working from home Risk assessments in place for all pupils with SEND SENCO has adhered to the Reasonable Endeavours framework and guidance issued by the LA 	L	<ul style="list-style-type: none"> Support staff returning to work following absence will likely need refresher training and updates as to how to work with pupils safely and minimise risk of transmission Continue to work with external agencies for advice and support 	<ul style="list-style-type: none"> Training for support staff Update Risk Assessment for pupils who may require additional contact from adults 	<p>HoS/SENCo/SLT September – ongoing</p> <p>SENCO September - ongoing</p>
Attendance	<ul style="list-style-type: none"> Parents/carers have been written to and told that attendance from September is no longer optional Parents/carers have been asked to contact the school if they require support with attendance Approach to attendance in the Autumn Term will be measured and reasonable If parents/carers do not engage with any support offered and pupils do not attend then non-attendance route will be followed 	M	<ul style="list-style-type: none"> Attendance lead and attendance officer to identify pupils who may need additional support and plan potential actions Parents/carers to be advised when remote learning will/won't be provided 		<p>FSC/HoS By September</p> <p>HoS September</p>

	<ul style="list-style-type: none"> Families where attendance was previously a concern will continue to receive support First day calling processes will restart from 2 September Home learning will not be provided unless there is a documented medical reason for non-attendance or absence is COVID related (authorised as X) 				
Quarantine	<ul style="list-style-type: none"> Families must notify the school office as soon as possible if they need to quarantine following international travel Admin staff to notify class teachers of any children in their class that are in quarantine Children in quarantine to be recorded with an X in the attendance register Staff should not knowingly travel to destinations that require quarantine measures on return if it would result in them not being able to attend work 	L	<ul style="list-style-type: none"> Class teacher to ensure that appropriate work is set and marked for children throughout the quarantine period Where appropriate all work to be set and marked online 	<ul style="list-style-type: none"> SLT/Phase Leaders to ensure that appropriate work is set 	HoS/PL and CTs
Communication	<ul style="list-style-type: none"> Leaders have kept up to date with DfE updates and with colleagues through attendance at or CEO at EPHA Exec, LA SLIS Project and updates from Pam Langmead (EPHA) Throughout the lockdown regular letters and communication have been sent to parents/carers, staff and trustees from both the trust and the school As soon as updates are received communication is updated Weekly newsletters continue to be sent to parents/ carers Staff are regularly updated and regular virtual phase meeting are in place 	L	<ul style="list-style-type: none"> Ensure communication channels remain fluid and that clear and effective communication remains a priority 	<ul style="list-style-type: none"> Weekly newsletters from HoS Updates from school and trust Two way information sharing and use of parent/carers surveys as required Regular training and updates for staff Ongoing virtual assemblies for pupils Ongoing attendance at meetings 	CEO/HoS/SLT Ongoing

	<ul style="list-style-type: none"> • Training has been provided for staff following any significant change • Daily/weekly contact has been maintained with pupils via telephone but will cease from Sept 2020 unless pupils are unable to attend school due to shielding concerns • Weekly virtual assemblies are established and will continue to celebrate children’s achievements and enable pupils to hear key information from school leaders 			Maintain school website with latest information	
Governance Trust Board	<ul style="list-style-type: none"> • The trust board have been consulted on reopening plans throughout. • All planned meetings have taken place virtually via Zoom • Additional meetings/support arranged as required • All compliance functions are up to date 	L	<ul style="list-style-type: none"> • CEO to maintain regular contact with the Chair/Vice Chair of Trustees (at least once a fortnight) 	<ul style="list-style-type: none"> • Meeting dates for trust board and committees to be set • Clerking arrangements to be arranged for 20-21 	Chair/CEO Beginning of September CEO/ABurrells 04/09/20
School events and educational visits	<ul style="list-style-type: none"> • All trips from March 2020 to July 2020 were cancelled and parents/carers were issued full refunds 	L	<ul style="list-style-type: none"> • The decision has been taken that although non-residential trips are now permitted no trips will be booked for the Autumn Term 	<ul style="list-style-type: none"> • Review of decision regarding trips to be scheduled 	CEO/HoS November
Finance	<ul style="list-style-type: none"> • All costs incurred as a result of COVID- 19 were logged separately. The school did not have an in year deficit so was unable to claim any reimbursement of these additional costs. • The school has had to accept loss of income through lettings and this cannot be recouped • Opportunities were taken for sharing resources across the trust; including closing 		<ul style="list-style-type: none"> • Carry forward figures are reduced for both trust schools • Schools are awaiting final details of “catch up” funding so unable to finalise plans effectively at this point. 	<ul style="list-style-type: none"> • Monthly review of budget/funding streams ensure effective allocation of funds. 	CEO/CFO

	<p>KR and running childcare at LM when numbers were low</p> <ul style="list-style-type: none"> External contracts have been maintained throughout 				
Wrap Around Care	<ul style="list-style-type: none"> Wrap around care was provided for children of Critical Workers throughout the lockdown. Wrap around care is coming in-house from September – YMCA no longer provider or onsite Five existing members of support staff to run provision Children will be managed in three phase bubbles (EYFS, Y1 and Y2 / Y3&4 /Y5/6) Outside space will be utilised as long as weather permits Hall to be divided into three specific bubble areas and children will remain in their own area when inside No sharing of equipment between bubbles unless sanitised first Children to remain in their phase bubble with designated staff member Regular handwashing/sanitising to be promoted 2m distancing from adults to be adhered to at all times Mobile contact/phone used for communication with parents when collecting Parents to wait outside main entrance, call mobile number issued to them and staff member will collect/take child to designated entrance/exit point (main school entrance) 			<ul style="list-style-type: none"> Early review systems in place with team to take place within three weeks of start of term 	<p>CEO/HoS By 23/09/20</p>

	<ul style="list-style-type: none">• Invoice issued to parents monthly in advance. Payment is made online (cashless)• Pre booked places available only during autumn term\Waiting list to be maintained by admin team• At least one DSL on site at all times (CEO/HoS./ DHoS/SENCo)• All staff have completed paediatric first aid qualification•				
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