

# COVID19: Re-opening Risk Assessment and Action Plan

**SCHOOL NAME:** Monkwick Junior School

**OWNER:** Rebecca McCutcheon, Headteacher

**DATE:** 19th May 2020

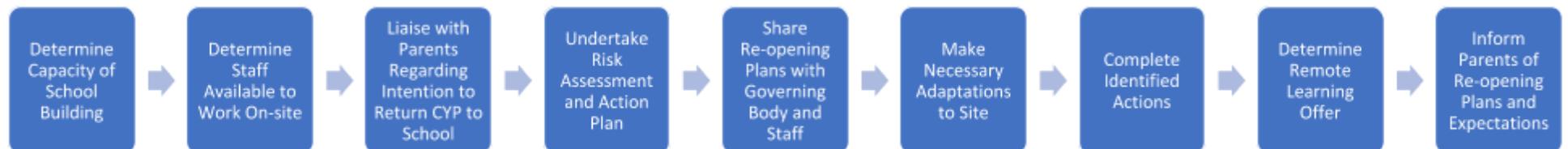
## Purpose of this document:

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:



Theme	Control Measures	Risk to Implementation	Risk Level Pre Action	Action Required / Decision Made	Action Completed Date	Risk Level Post Action
<b>Preparing Buildings and Facilities</b>	Premises and utilities have been health and safety checked and the building is compliant. <ul style="list-style-type: none"> <li>• Water treatments</li> <li>• Fire alarm testing</li> <li>• Repairs</li> <li>• Grass cutting</li> <li>• PAT testing</li> <li>• Fridges and freezers</li> <li>• Boiler/ heating servicing</li> <li>• Internet services</li> <li>• Any other statutory inspections</li> <li>• Insurance covers reopening arrangements</li> </ul>	Site Manager is unavailable	H	Site Manager on Site daily. Thomas Lord Audley Site manager and site staff to cover absence		L
		Site has been closed for prolonged period	H	Site has remained open.		L
				Weekly flushing of taps and outlets completed and documented by Site manager	Weekly	L
				Dechlorination of the water system, TMV failsafe testing, and calorifier checks completed by Ames Bi-annual service completed	February 2020	L
				Weekly testing of the fire alarm completed and documented	January 2020	L
				Fire extinguisher service completed		L
				Monthly checks completed and documented		L
				All scheduled repairs have been completed	October 2019	
				Boiler Service completed by Lindsay Heating	October 2019	L
				Lightning conductor service completed	October 2019	L
		Monthly Emergency Lighting checks completed and documented		L		
		Annual Pat Testing service completed by Three counties Pat Testing	February 2020	L		
		5 Year Fixed wiring Test completed by Bowling Garrard	October 2018	L		
		Ground maintained by CGM	3 Weekly	L		

		Food remains in the freezer freezer		Determine with the catering staff / school meals service how left over frozen food should be dealt with and action as appropriate.		
	Office spaces re-designed to allow office-based staff to work safely.	Office is too small to allow all staff to work safely. There are no windows for ventilation in the main office.	M	CR is the only full time member of office staff, so will be situated in the main office. MH will work in the little office and SA will work in the upstairs SLT office. RM & AP to work at separate sides of HT Office with 2m+ distance. SW will need to use upstairs office space if needed, at 2m away from SA. MP can work at the table in this office if space is needed. Both HT and SLT Office are ventilated. Only adults designated to those spaces will be able to work in them.	From 8.6.2020	L
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.	M	Adults dropping children off will only be allowed to enter via the main front gate, and exit through the farm and car park gate. There will be staff at drop off / pick up supporting this taking place. Two metre markers to be on the path leading up to the school building to aid social distancing while waiting for each bubble to be taken in, as well as other signage to ensure that there are clear instructions. Starts and end times will be staggered to minimise people approaching the site at the same time. Parents will be asked to bring children to school with only one adult.  Staff will be asked to enter/exit site between parent drop off and pick up times. .	From 8.6.2020	L
	Consideration given to premises lettings and approach in place.	No risk. No school lettings.	N/A	No risk. No school lettings.	N/A	N/A
	Consideration given to the arrangements for any deliveries.	Deliveries being made to the school.	M	Only essential items will be ordered to reduce the number of deliveries to site.	Office to start from 8.6.20	L

				<p>All delivery staff will be asked to leave any deliveries outside the school building, and not to come into reception.</p> <p>Kitchen deliveries will be asked not to enter the site over the extended pick up and drop off times. Site staff will need to be available to move deliveries from outside into the school building. Staff will be asked not to have any personal deliveries sent to the school.</p>		
<p><b>Emergency Evacuations</b></p>	<p>Evacuation routes are confirmed, and signage accurately reflects these.</p> <p><b><i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i></b></p> <p>Consideration given to PEEP – buddies are assigned or reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<p>Current evacuation routes would cause multiple groups of people to come into contact. More appropriate alternatives are possible.</p> <p>Staff needing to work from home are current PEEP buddies and so reassignment necessary.</p>	M	<p>Revised evacuation procedure and share with all staff and children:</p> <p>Classes will use the following routes depending on their base. They will line up by the name of their classroom base :</p> <p>Lambda: Out external classroom door onto field  Pi: Out external classroom door onto field  Omega: Out external classroom door onto field  Rho: Out external classroom door, round playground towards field  Alpha: Out internal door past the office, exit outside door by stairs  Zeta: Out internal door, down stairs, exit outside door by stairs.  Gamma: Out internal door, down stairs, exit outside door by stairs.  Phi: Out internal door towards Y6 classes, down stairs by lift, exit outside door  Epsilon: Out internal door, down stairs by lift, exit outside door  Tau: Out internal door, down stairs by lift, exit outside door  Chi: Out external classroom door onto field  Bloom: Out internal door, through opposite playground, line up by DELTA sign.</p>	In place as of 1.6.2020	L

				<p>DT Room - exit external door. Wait on field, away from others and supervised by adult if showing Covid symptoms</p> <p>Any children requiring a PEEP, will have one written that will be shared with relevant staff.</p> <p>Classes should practise their exit route for a fire drill on the first day they enter a bubble with the adult in charge. This will be done in isolation so that there is not unnecessary mixing.</p>		
<p><b>Cleaning and waste disposal</b></p>	<p>Enhanced cleaning regime is in place in line with <a href="#">COVID19: Cleaning in non healthcare settings guidance</a>.</p> <p>Capacity of cleaning staff is adequate to enable an enhanced cleaning regime.</p>	<p>Currently cleaners only work at the end of the day. More cleaning, especially to touch points, will be required throughout the school day.</p>	<p>H</p>	<p>An after-school cleaning plan and risk assessment specific to Covid-19 is in place to compliment the School cleaning risk assessment already in place</p> <p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. This can be facilitated by asking those members of staff who are both cleaners and MDAs (DR, NP, AW) to use their midday hours to provide additional cleaning of touchpoints. Extra capacity also sought from TLA site team, as they are not re-opening.</p> <p>Hand towels and handwash are to be checked and replaced as needed by MP and cleaning staff.</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush while bubbles have time outside.</p>	<p>In place from 1.6.2020</p>	<p>L</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>Quantity and availability of hand washing. Ensuring that the school does not run out of supplies.</p>	<p>M</p>	<p>Hand sanitiser available at the school entrance</p> <p>Lidded pedal bins in classrooms -</p> <p>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</p> <p>Stock check and ordering schedule reviewed and order made.</p>	<p>Hand sanitiser already in place</p> <p>Pedal bins orders and arrived 1.6.2020</p> <p>Tissues in each classroom</p>	<p>L</p>
	<p>Sufficient time is available for the enhanced cleaning regime to take place.</p>	<p>There are only 5 cleaners employed at the school, and they usually clean 3.15-5.30pm.</p>	<p>M</p>	<p>All non-cleaning staff advised to leave the site by 3:15pm in order for cleaning to be undertaken. All unnecessary furniture has been removed so there are less surfaces to clean and it is more straightforward.</p> <p>Approach TLA cleaning and site team to see if there is any additional adult capacity that could be added to this.</p> <p>3 of our cleaners are also employed as middays, so may need to do additional cleaning during their lunch duties.</p> <p>Ensure that cleaners clean the same rooms where possible to ensure there is less cross contamination.</p> <p>Cleaning will not take place while any members of the bubble are still in the classroom.</p>	<p>Rota to start from 8.6.2020</p>	<p>L</p>
	<p>Waste disposal process in place for potentially contaminated waste.</p>	<p>Bins have contaminated waste in them.</p>	<p>M</p>	<p>All bins to have lids and pedal operation. Bins stored by the room door for easy access. Bins emptied by allocated cleaner wearing gloves twice a day (midday and end of day). Waste bags and containers - kept closed and stored separately from communal waste for 72 hours.</p>	<p>As of 1.6.2020</p>	<p>L</p>

				Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).		
<b>Classrooms</b>	The number of staff and CYP that can use each room at any one time has been determined according to the physical capacity of the school site. NB: up to 15 per group.	Smaller number of children in each room needed.	H	<p>Measure classrooms and other available rooms to assess capacity for staff and pupils:</p> <p>Classroom capacity (including adults):  Lambda: 8  Pi: 8  Omega: 8  Rho: 9  Alpha: 9  Zeta: 9  Gamma: 9  Phi: 9  Epsilon: 8  Tau: 8  Chi: 10  Bloom: 7</p> <p>DT Room - will be used for illness/quarantine (max 4)</p> <p>Out of action: Delta (no access without passing through another class), ICT suite, Conservatory and Studio (no sink in these rooms). These are currently being used to store furniture removed from other rooms.</p>	As of 1.6.2020	L
	Classrooms have been re/arranged to allow as much space between individuals as practical.	2m distance required.	M	<p>All desks measured at a 2m distance from child to child, and from the sink in the classroom for handwashing.</p> <p>Tape used on the carpet to mark where desks should stay and where the teacher can stand.</p> <p>All soft furnishings and unnecessary furniture removed and stored elsewhere.</p>	All in place by 8.6.2020	L

	<p>Classroom entry and exit routes have been determined and appropriate signage in place.</p>	<p>Entry and exits need to allow for social distancing.</p>	<p>M</p>	<p>Many classes have an external door (Lambda, Pi, Omega, Chi, Rho, DT room). Delta not being used as the only entry point is through another classroom. Gamma not to enter or exit through Zeta.</p> <p>Each class has a routine and order for the way they enter and exit their room to ensure social distancing.</p> <p>Lambda: Out external classroom door onto field  Pi: Out external classroom door onto field  Omega: Out external classroom door onto field  Rho: Out external classroom door, round playground towards field  Alpha: Out internal door, through front office  Zeta: Out internal door, through front office  Gamma: Out internal door, down stairs, through front office  Phi: Out internal door towards Y6 classes, down stairs by lift, exit outside door to 5/6 playground  Epsilon: Out internal door, down stairs by lift, exit outside door to 5/6 playground  Tau: Out internal door, down stairs by lift, exit outside door to 5/6 playground  Chi: Out external classroom door onto field  Bloom: Out internal door, through front office</p>	<p>All in place by 8.6.2020</p>	<p>L</p>
	<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:</p>	<p>Soft cushions, chairs and beanbags in classrooms are not easily washable.</p> <p>No COVID19 information posters currently in place. Limited reminders/</p>	<p>L</p>	<p>All soft furnishings and unnecessary furniture removed and stored elsewhere.</p> <p>New stationery to be allocated to pupils.</p> <p>All stationery to remain on each child's desk.</p> <p>Children's personal belongings (eg bags, coats) to be stored under their desk so that there is no need to use the cloakroom as a communal area.</p> <p>All students instructed to bring a water bottle each day. Water fountains not in use. Cold taps in classes are drinking water.</p>	<p>All classroom set up and equipment in place by 5.6.2020 ready for following week</p>	<p>L</p>

	<p>protective measures guidance].</p> <p>Resources which are not easily washable or wipeable have been removed.</p> <p>Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p>	awareness for children.	<p>M</p> <p>L</p>	<p>No sharing of resources by pupils, including reading books, or handing out by staff. Photocopying only when absolutely essential, and must be placed on desks for the day before children arrive. Children will be bubbled by ability, so that work can be displayed on the whiteboard to reduce the need for photocopying.</p> <p>Lessons planned with limited resources required. Some areas of the curriculum will not be able to be taught.</p> <p><u>e-Bug</u> posters displayed:</p> <ul style="list-style-type: none"> <li>• <u>Horrid hands</u></li> <li>• <u>Super sneezes</u></li> <li>• <u>Hand hygiene</u></li> <li>• <u>Respiratory hygiene</u></li> <li>• <u>Microbe mania</u></li> </ul>		<p>L</p> <p>L</p>
<b>Staffing</b>	<p>Staffing numbers required for the 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"> <li>• Paediatric First aider (where children under 3yrs)</li> <li>• Designated Safeguarding Lead (DSL)</li> <li>• SENCO</li> </ul>	Some key roles may be unavailable if staff are unwell	H	<p>Staff audit re available to work on-site from 1st June. There are enough staff to open safely.</p> <p>We have enough staff to manage the bubbles that we can have based on the capacity we currently have.</p> <p>At least 3 first aiders available in office staff. (CR, SA, MH) 4 DSLs still in school. (RM, SA, AP, JB) SENCO still available. (SW) Site still manager available (MP)</p> <p>Staff contactable by phone, even if not in school, if self isolating but not unwell.</p> <p>Any change in this staffing will be discussed with the Sigma Trust to ensure adequate provision to stay open.</p>	Completed 20/05/20	L

	<ul style="list-style-type: none"> <li>• Caretaker/site member</li> <li>• Office staff member</li> </ul>					
	Approach to staff absence reporting and recording in place. All staff aware.	Clear notice needed if staff are unwell to make alternative arrangements	M	<p>Staff to report absence to AP/RM by 7.30am each morning and then update the school office by 2.30pm about the next day.</p> <p>Staff must be very clear if their reason for absence includes symptoms of Covid 19.</p>	Already in place	L
	<p>Arrangements for staff who are working from home are in place (including those shielded, clinically vulnerable and/or living with someone in these groups).</p> <p>Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.</p>	Not all staff are able to work school.	H	<p>Priority for working at home will be given to those who are clinically vulnerable, shielding, or living with someone who is shielding.</p> <p>Staff working at home will be comprised of a mix of year groups, and may be expected to support the learning of year groups beyond their own in order to ensure there is good quality home learning for all children not at school.</p> <p>All staff will be included in general communications, whether at home or in school, so that there is understanding for all of what all staff are doing.</p>	Already in place	L
	Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than	More staff may be unwell or need to isolate.	H	<p>There are 4 staff trained as DSL, 3 of whom will not be allocated a bubble. There are 3 first aiders and more staff with the training if needed. There are more site staff across the Trust if necessary.</p> <p>If a staff member is absent from a keyworker bubble, this will be covered. An HLTA with this bubble may be able to cover short term.</p> <p>When contacting us if unwell, staff will need to give an estimate of how long they think their</p>	Ongoing	L

	daily basis to minimise contacts.			illness will last. If short term (1-2 days), Y6 bubble may be asked not to attend. Therefore it is even more crucial that staff contact the office to let them know where they stand by 2.30pm each day.  If likely to be longer term, staff member operating the bubble may need to be changed.  If the staff in a bubble are self isolating due to a positive test, all members of the bubble will need to do the same, so no cover will be needed.		
	Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable (e.g. no ties).	Not all clothes are easily washable	M	Non-uniform for staff members, although clothes must still be in keeping with our code of conduct, and health & safety (eg. appropriate clothes for work, nothing revealing, easily washed, no flip flops)	Already in place	L
	Approaches for meetings and staff training in place.	Social distancing	H	All meetings and CPD to be held virtually.	Already in place	L
	Consideration given to staffing roles and responsibilities with regards to the continued remote provision alongside in-school provision.	Too much workload if staff are planning for children both in and out of school	M	Staff will either be working at home to support home learning or supporting children in school. Staff will not be expected to perform both of those roles at once.  Home learning offer may need to change when considerably less staff are co-ordinating this.	In place from 8.6.2020 and reviewed as numbers change	L
	Consideration given to the options for redeployment of staff to support the effective working of the school.  If redeployment is taking place staff are aware of controls and	Key staff roles missing	H	Where possible, staff will be given similar roles to those which they usually perform. Most roles in school are carried out by more than one person.  Some staff perform more than one role (eg. midday + cleaner). They may have more time focussed on one of these roles than the other.	Ongoing review	L

	processes in respect of tasks they are unfamiliar with.			<p>Some roles (eg . breakfast club) may not need cover as they are not appropriate to offer at this time.</p> <p>Any task given to staff (eg. supporting children entering and exiting school safely) will involve training so staff feel secure in what they are doing.</p> <p>Where possible, we will contact the Sigma Trust for support in those more specialised roles.</p>		
	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>	Support may be needed to tackle new difficulties that arise.	H	<p>Continue to offer support for staff via the Employee Assistance Programme from our membership of ESP.</p> <p>Staff made aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service <a href="https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx">https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx</a></p> <p>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements</p> <p>Pastoral team / usual classteacher can give advice about children via phone if talks would be helpful</p> <p>We encourage staff to continue to talk with us and each other, and support others where they can.</p>	Already in place	L
	Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.	<p>Other contacts will need to be traced.</p> <p>Staff/children will be able to return to school</p>	H	<p>All staff have been emailed by the trust about how to access a test.</p> <p>Staff will be reminded of the procedure if they report symptoms.</p>	Sent 27.4.2020	L

		sooner if test is negative.		RM/AP will have a phone discussion with staff before returning to work to ensure they can do so.		
	The approach for inducting new starters has been reviewed and updated in line with the current situation.	New staff may not be aware of current risks and policy	M	One LSA to start in summer term, and will be involved in any induction for updated arrangements.  When school fully reopens, induction will take place as normal.	June to September	L
	Return to school procedures are clear for all staff.	Staff must be aware of all safer working practice	M	All staff will have access to this document, and will then need to take part in a virtual induction meeting in order to understand	From 2.6.2020	L
	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.  NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.	Visitors increase number on site an potential for mixing	H	Check with the contractor any requirements their employer has specified before visit. Share school protocols.	Ongoing	L
	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.	N/A	N/A	None employed by the school.	N/A	N/A
<b>Group Sizes</b>	Class groups have been determined on the basis of small, consistent groups of	Social distancing 2m	H	Class 'bubble' sizes will be determined by the maximum capacity of people who can be within each room and still adhere to social distancing of 2m. All of these groups will enter separately,	From 1.6.2020.	L

	CYP, that can remain separate from other people and groups. NB: Up to 15 pupils in any one group.			remain in the same group at all times, break and exit separately. No group size will exceed 15, and most will be under 10.		
	Vulnerable and critical worker group sizes determined. NB: with peers where possible.	Social distancing 2m	H	Keyworker/vulnerable 'bubble' sizes will be determined by the maximum capacity of people who can be within each room. Keyworker families will be given priority with the most full time offer to enable them to work, so there is likely to be a specific keyworker Y6 bubble. Vulnerable children may need to be bubbled with more familiar or pastoral adults if possible.	From 8.6.2020.	L
	Staffing allocations to groups determined, including consistency and any solutions to insufficient staffing numbers.	Social distance from each other and other 'bubbles'	H	Keyworker bubbles will be run 8.30am to 3.05pm, and will be allocated 2 members of staff in order to ensure that they can support one another with breaks across the school day, and any planning time..  Y6 bubbles will only be 4 hours and 20 minutes per day. These may only have one adult with them, and if this is the case, a comfort break will be provided with an adult supporting from outside the door.  Unless there are exceptional circumstances, LSAs will not be expected to take a bubble alone, but HLTAs might.	From 8.6.2020	L
<b>Social Distancing</b>	Arrangements for social distancing in place to consider: <ul style="list-style-type: none"> <li>Staggered school drop off/pick up times and locations (if possible)</li> </ul>	Children should social distance from each other and other 'bubbles'	H	Entry to the site will be one-way: in through the front pedestrian gate and out of the car park pedestrian gate. Staggered school drop off and pick up times:  Keyworkers: Group 1: 8:30-8:45/3:00 Group 2: 8:30-8:45/3:00 Group 3: 8:30-8:45/3:00 (Y6)	From 8.6.2020 though some bubbles may have a later start date	L

	<ul style="list-style-type: none"> <li>• Staggered or limited amounts of moving around the school/ corridors</li> <li>• Classroom design</li> <li>• Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches</li> <li>• Toilet arrangements</li> </ul>			<p>Year 6:  Group 4: 9:00/1:20  Group 5: 9:10/1:30  Group 6: 9:20/1:40  Group 7: 9:30/1:50  Group 8: 9:40/2:00  Group 9: 9:50/2:10  Group 10: 10:00/2:20  Group 11: 10:10/2:30  Group 12: 10:20/2:40</p> <p>Limited movements around the school. All children will remain in their classrooms apart from 1 hour of timetabled outside time. All time outside will be structured by staff to continue social distancing.  Lunches will be delivered to classes and eaten in the room. They will not use plates and cutlery so that these don't need to be cleaned - instead we will use bags or disposable trays. There will not be a separate break time. No tuck will be available.</p> <p>Toilet trips to be timetabled where classes do not have their own toilet. The rooms where this is the case will be used last. Toilet visits in class will be organised and monitored by the teacher. Most classrooms identified have their own toilets. Children with specific medical needs that mean they cannot use an allocated time will be placed where possible in a classroom with a toilet inside.</p> <p>Where staff need breaks, this will be done by another member of staff monitoring from the doorway, therefore not entering the bubble.</p>		
	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding	Maintain social distancing	H	<p>Keyworker parents and those of eligible children to be informed of their drop off and pick up times.</p> <p>Parents will be directed by signage and staff to follow the one-way system and to use the markers to stay 2m apart. Parents will not be able to talk to</p>	From 8.6.2020 though some bubbles may have a later start date	L

	public transport as much as possible.			<p>staff during pick up or drop off times and will be advised to phone the school office.</p> <p>Those who have to travel by public transport will be allocated to the 10:30-2:45 'bubble' to avoid peak travel times.</p>		
	Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.	Maintain social distancing	H	<p>Entry to the site will be one-way: in through the front pedestrian gate and out of the car park pedestrian gate. Staggered school drop off and pick up times.</p> <p>At their scheduled arrival time, children line up outside on the 5/6 playground with their member of staff. They then move straight to their allocated class and enter the room after the adult in a specified order (starting from the furthest away in rows) and sit at an allocated table.</p> <p>All time outside will be structured by staff to continue social distancing.</p>	From 8.6.2020 though some bubbles may have a later start date	
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.	Maintain social distancing	H	<p>There will be regular handwashing and cleaning throughout the day.</p> <p>Home School Agreement to be developed in order to ensure that parents are aware of the measures their children will need to adhere to in order to be in school.</p> <p>Clear communication with parents.</p> <p>Risks assessments and individualised approach in place for students who might struggle to follow expectations.</p> <p>Discussions with Trust where appropriate if there are concerns about specific children and if they can continue to attend, especially where this behaviour is deliberate.</p>	From 8.6.2020	L
	Approach to assemblies – if still occurring, plan in place	N/A	N/A	No assemblies will take place.	N/A	N/A

	to manage social distancing.					
	Social distancing plans communicated with parents, including approach to breaches.	Maintain social distancing	M	<p>Keyworker parents and those of eligible children to be informed of their drop off and pick up times. Parents informed of how the school is adhering to social distancing as well as the consequences if a child breaks these.</p> <p>Parents will not be able to talk to staff during pick up or drop off times and will be advised to phone the school office.</p>	Week of 1.6.2020	L
	<p>Arrangements in place for the use of the playground, including equipment.</p> <p>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.</p>	Maintain social distancing	H	<p>Outside space to be timetabled and not used at any other times. Up to 4 groups allowed outside at any one time: 2 on the field, in allocated areas, 1 on the 3/4 playground and 1 on the 5/6 playground.</p> <p>Markings drawn on the playground and the field to ensure 'bubbles' stay separate and that children remain 2m apart.</p> <p>Outdoor activities will be planned without the use of any equipment. Any resources, such as pencils and books, must be taken out and kept by the children when working outside.</p>	From 8.6.20	L
<b>Catering</b>	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.	<p>School kitchen has been closed.</p> <p>Food will not be able to be collected from the hall.</p>	M	<p>Liaise with the catering team re availability to work.</p> <p>Re-open kitchen to provide meals for children.</p> <p>All food must be suitable to be served in a disposable box and delivered to classes by kitchen staff. Redevelop menu to meet this criteria.</p> <p>Smaller numbers of children mean that only one person is needed at a time to prepare food.</p>	<p>Since closure</p> <p>From 8.6.20</p>	L

	Arrangements for the continued provision of FSMs for children not attending school are in place.		M	Vouchers to continue for FSM pupils not attending school using the existing Edenred system.	Since closure	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.	Kitchen staff will have to deliver food to rooms.	H	All food must be suitable to be served in a disposable box, without the use of cutlery, and delivered to classes by kitchen staff.  Lunchtimes staggered to allow serving of delivery of food and avoiding kitchen staff crossing paths when doing so.	From 15.6.20	L
	Arrangements for food deliveries in place	Delivery staff should not enter the main building.	H	Food will be delivered to the usual kitchen access point and left outside the kitchen for staff to collect.  Prearranged time slots made with companies delivering food to the school outside of children's drop off and pick up.  Companies to be informed of the drop off delivery process.	From 15.6.20	L
<b>PPE</b>	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	Limited PPE stock in school.	H	PPE needed for first aid as close contact and has been ordered for office staff that can be thrown away after uses. PPE should be used for any necessary intimate care. Face Shields & Masks etc could be worn by staff monitoring entry and exit to the school, as these staff will not be in bubbles. SHS has provided these, and staff are making reusable masks for these purposes. Supplies will need to be monitored by CR and Communication with Trust if supplies seem low and there are concerns with sourcing these.	From 8.6.20	L

<b>Response to suspected/ confirmed case of COVID19 in school</b>	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> <li>• Which staff member/s should be informed/ take action</li> <li>• Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated</li> <li>• Cleaning procedure in place</li> <li>• Arrangements for informing parent community in place</li> </ul>	Containing cases	H	<p>Anyone who displays symptoms of coronavirus should self isolate for 7 days and seek a test. They should not attend work to start with. If a member of a bubble tests positive for coronavirus, the bubble they are in will be advised to self isolate for 14 days. This information will be sent by text, with a follow up phonecall. RM must be informed of any confirmed case, and will communicate this with the Sigma Trust.</p> <p>If a child develops symptoms during the school day, they will need to be taken to the DT room, as it is an easy space to clean. The supervising adult will open the outside door, and stay with the child, standing outside on the playground. When the parent arrives, the adult will take the child outside to the front gate. If the adults prefers to wear PPE to carry this task out, we will support this. Once the child has left, the room will need to be thoroughly cleaned, and staff are again able to wear appropriate PPE for this task.</p> <p>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained.</p> <p>Any necessary communication will be sent by text with a follow up call.</p>	<p>Since closure</p> <p>From 8.6.20</p> <p>From 8.6.20</p>	M
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> <li>• Approach to relocating CYP away from certain parts of the school to</li> </ul>	Containing cases	H	<p>No children will be on site out of school hours - there will be no breakfast or after school clubs, as this will cause contamination between bubbles.</p> <p>If any case is confirmed outside of school hours this should be communicated with RM. The rest of the bubble will be contacted by text as soon as is reasonably possible, with a follow up call when staff are back in school.</p>	From 8.6.20	M

	<p>clean, if possible</p> <ul style="list-style-type: none"> <li>• Cleaning procedure in place</li> <li>• Arrangements for informing parent community in place</li> </ul>			<p>If a child has a case confirmed outside of school hours the parent will need to send a message to the office e-mail. This should be communicated with RM. The rest of the bubble will be contacted by text as soon as is reasonably possible, with a follow up call when staff are back in school.</p>		
<p><b>Pupil Re-orientation</b></p> <p><i>into school after a period of closure/ being at home</i></p>	<p>List of all critical worker parents up to date, including those who haven't yet taken up the offer of provision.</p>	<p>Changing numbers of pupils in school.</p>	<p>H</p>	<p>Parents are able to contact the school if they need a keyworker place. We ask for at least 24 hours notice to ensure we can prepare.</p> <p>If we were unable to accommodate further keyworker children due to space/staff, we will inform parents that we are full, and they will be added to a waiting list. The Sigma Trust will be informed when we reach this point.</p>	<p>Since closure</p>	<p>L</p>
	<p>Approach and expectations around school uniform determined and communicated with parents.</p>	<p>Uniforms may not be able to be washed daily.</p>	<p>M</p>	<p>Children will not be expected to wear uniform, but will be asked to come in clothes that are appropriate for being outside and active in, so that they do not need to change for PE sessions. They will still not be able to wear jewellery etc for Health and Safety reasons. This will be communicated in the Home-School Agreement parents will be asked to complete.</p>	<p>Since closure</p>	<p>L</p>
	<p>Changes to the school day/timetables shared with parents.</p>	<p>Different routine</p>	<p>M</p>	<p>There will be clear start and end times for each bubble. Parents will not be able to pick their child up or drop them off outside of their designated bubble time, as this reduces movement around the site.</p>		<p>L</p>
	<p>Approach to preparing pupils for a return to academic work and new social situations is</p>	<p>Different routine</p>	<p>M</p>	<p>Letter sent out to parents also shared with staff.</p> <p>Staff member of each bubble to explain the new guidance and rules to their children.</p>	<p>2.6.20</p> <p>From 8.6.20</p>	<p>L</p>

	<p>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>Posters placed around the school to remind children of social distancing and effective handwashing.</p> <p>Structured time planned for pupils to share their achievements whilst maintaining social distance.</p>	<p>2.6.20</p> <p>From 8.6.20</p>	
	<p>Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.</p>	<p>More children may be emotionally affected by lockdown.</p>	<p>H</p>	<p>Children cannot mix, so this support will need to come from the adult in each bubble. That adult can ask for support from others where they feel they need it.</p> <p><b>Essex LA have provided some support documents around this.</b>  <b>Let's Talk Recovery - Emotional Wellbeing and Mental Health</b>  Training Powerpoints with audio:  <a href="#">Children and Young People</a>  <a href="#">Staff Wellbeing</a>  <a href="#">Supporting documents for training slides</a> - zip folder of useful documents  <a href="#">Recovery and Returning to Educational Settings</a> - video and audio PowerPoint  <a href="#">Recovery and Returning to School paper</a>  <a href="#">Recovery and Returning to School paper (abridged version)</a></p> <p>This may need to be developed further, depending on what we see in school when children return.</p>	<p>From 8.6.2020</p>	<p>L</p>

	<p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> <li>• Financial</li> <li>• Increased FSM eligibility</li> <li>• Referrals to social care and other support</li> <li>• PPG/ vulnerable groups</li> </ul>	Reduction in additional support.	H	<p>Some families have been given Kindle Fires where they cannot afford these or don't have the technology at home to support home learning. Children are added to FSM list where we have evidence of universal credit. Social care referrals will take place the same way throughout.</p>	Since closure	M
Partial Re-opening	<p>All students have access to technology and remote learning offer.</p> <p>Blended approach between physical and remote learning developed, including support for those CYP who are shielding/ clinically vulnerable.</p>	Not all pupils eligible to attend will be in school.	M	<p>Year 3, 4 and 5 to continue to provide online work for the website.</p> <p>Year 6 work taught in school to be adapted for the website for those not attending.</p> <p>All pupils can access the Oak Academy and BBC resources linked on the school website for additional work.</p> <p>Year 6 CGP books can be given to children working at home.</p>	Since closure	L
	<p>Intelligence around critical worker parents – numbers intending to take up provision is known.</p>	Increased numbers of critical worker children – means fewer children in eligible year groups can return.	H	<p>Contact established with key workers using school provision regularly.</p> <p>Office to make contact with known key worker parents to find out when provision is required.</p>	Since closure	M

<p><b>Transition into new year group</b></p> <p><b>What will need to be different this year because of COVID19?</b></p>	<p>Online/ website support for families and young people around transition.</p>	<p>Normal transition cannot take place.</p>	H	<p>Year 6 parents to be notified of any virtual transition help by secondary schools.</p> <p>Identify useful websites around transition to share will pupils and parents.</p>	July 2020	M
	<p>Plan for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face:</p> <ul style="list-style-type: none"> <li>● EY to Primary</li> <li>● Primary to Secondary</li> <li>● Vulnerable children</li> <li>● Children with SEND</li> <li>● Physical and sensory needs, including adaptations, equipment etc (lead in times)</li> <li>● Post 16</li> <li>● School Leavers</li> </ul>	<p>Normal transition cannot take place.</p> <p>No visits to secondary schools.</p>	H	<p>Teachers prepare virtual activities for their new class. Teachers will write to their new class in July by way of introduction, and follow up with a phonecall to parents.</p> <p>Y2 coming into Y3 will not be able to visit. Virtual transition will be put into place.</p> <p>The Autumn 1 half term is likely to be used to cover the previous year's content in some subjects.</p> <p>Year 6 parents to be notified of any virtual transition help by secondary schools.</p>	July 2020	M
<p><b>Safeguarding</b></p>	<p>Individual CYP's risk assessments are in place and welfare checks being undertaken.</p>	<p>Re-opening arrangements not reflected in risk assessment.</p>	M	<p>Welfare Checks have taken place throughout closure period and DSL team will be able to continue these for children still not attending. Children with a social worker will still be able to attend school, although this offer may not be full time.</p> <p>Risk assessments will continue to be updated and a new one created if a new child is to return to school.</p>	Since closure	M

				Eligible children Y6 - only one child who may need risk assessment in return to school.		
	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.		M	When completing induction for re-opening, we will remind all the staff the procedures with dealing with disclosures. All staff have had Safeguarding Training this Academic Year.	By 5.6.20	M
	Updated Child Protection Policy in place.		M	Closure Specific Safeguarding Policy has been written and was shared with all staff.	Completed 3.4.2020	M
	Work with other agencies has been undertaken to support vulnerable CYP and families.	Change in communications with other agencies.	M	Communication with other agencies has continued by phone, e-mail and video and this will continue. Referral processes will be followed as usual for any new cases where external agencies could support.	Since closure	M
	Consideration given to the safe use of physical contact in context of managing behaviour.	Physical contact	H	No physical contact between children and adults as far as possible - only in the case of an emergency where there is no other option. Parents will be contacted instead. Where this may be anticipated children will only be in school on a part time basis, and if this proved too difficult to manage and the risk cannot be reduced, then we would need to discuss with the Sigma Trust if it was currently appropriate for the child to be in school, or if the level of support required is too great.	Since closure	L
<b>Curriculum / learning environment</b>	Current learning plans, revised expectations and required adjustments have been considered.		M	Year 6 to teach maths, English, reading, curriculum and an outside lesson daily.  Lessons planned will use minimal resources and will be marked by the children. All work will be completed in previous maths, English and curriculum books (leaving a page to indicate the gap in time and change of teaching).	From 1.6.20	L

				Curriculum subjects that require limited or no equipment will be prioritised (geography, history, RE, art and PSHE)		
	<p>Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?</p> <p>Each activity should be risk assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> <li>• PE</li> <li>• Practical science lessons</li> <li>• DT/ FT</li> </ul>	<p>Resources unable to be shared.</p> <p>Need to maintain social distancing.</p>	H	<p>Lessons that require shared resources such as music and computing will not be taught this half term. The computing suite and studio are out of action.</p> <p>PE and outdoor activities will be structured by the staff member. Pupils will need to use the 2m markings on the field or playground. No PE equipment will be used.</p> <p>Science experiments will be modelled by the teacher only or video examples used instead.</p> <p>Art will use pencils only. DT will not be possible to teach this half term.</p> <p>There will not be a year 6 production this year.</p>	From 1.6.20	M
	Student behaviour policy reviewed and amended where necessary in line with the current circumstances.	The current behaviour policy cannot be followed.	H	<p>A new behaviour policy will be shared prior to opening.</p> <p>Being moved in the classroom to another desk (red zone 1) and being sent out of the class (red zone 2) will be changed. The child will not be able to be involved in a phonecall made (red zone 3).</p>	Before 5.6.2020	L
<b>CYP with SEND</b>	Approach to provision of the elements of the EHCP including health/therapies.	Other services not available.	H	<p>Health services have communicated with us some of their prioritised services. Many are not currently available but emergency contact can be made if required.</p> <p>Parents of children with EHCPs are contacted weekly and advice and support is given, as required.</p>	From 19.5.2020	L

				The 'Reasonable Endeavours' procedures to support these children will be followed.		
	Annual reviews.	Cannot meet with parents	H	SEND have informed us that these cannot take place during school closure because meetings cannot be held with all the professionals involved in supporting the child. Weekly contact ensures support is offered, as required.	19.5.2020	L
	Requests for assessment.	Cannot make assessments	H	SEND has informed us that these cannot be submitted because needs cannot be established when children are not in school.  The E.P. has advised an application for IPRA funding in place of a request. This has been discussed with the SENCo at the secondary school the child is transferring to.	19.5.2020	L
<b>Attendance</b>	Approach to supporting attendance for prioritised year groups determined.	Poor attendance.	H	Register kept of eligible children whose parents stated they intend to send their children in. Make regular updates when there are changes.  Office staff to call parents if these children do not arrive at their allocated time.	From 8.6.2020	L
	Approach to support for parents where rates of PA were high before lockdown.	Poor attendance.	H	Identified PA year 6 child to be called everyday to encourage her to attend. Later time 'bubble' allocated to the child to support this.	From 19.5.2020	M
<b>Communication</b>	Information shared with staff around the re-opening plan, returning to site, amendments to usual working patterns/practices and groups.	Not all staff have been on site regularly.	H	This risk assessment to be shared with staff. Induction meetings to follow to enable all staff to ask any questions, raise any concerns, and to alter or clarify any information.	To be shared from 2.6.2020	L
	Re-opening plans shared with Trust		L	Risk assessments undertaken based on regular contact with others from the Trust, and will be shared along the way.	19.5.2020 onwards	L

	<p>Communications with parents:</p> <ul style="list-style-type: none"> <li>• Plan for partial re-opening</li> <li>• Social distancing plan</li> <li>• Wellbeing/pastoral support/support and acknowledgement to parents of home learning</li> </ul>		H	<p>Letter sent to year 6 parents about partial reopening. Calls made by the office to contact parents and confirm those who will be attending (from 8.6.20).</p> <p>Parents can continue to communicate using year@ e-mail addresses and contacting the office.</p>	2.6.20	L
	<p>Pupil communications around:</p> <ul style="list-style-type: none"> <li>• Changes to timetable</li> <li>• Social distancing arrangements</li> <li>• Staggered start times</li> <li>• Expectations when in school and at home</li> <li>• Travelling to and from school safely</li> </ul>	Changes in routines	H	<p>Pupils and parents to be informed of their arrival and departure time.</p> <p>Staff members will discuss new rules and routines with their bubble, including how to safely travel to and from school.</p> <p>Revised behaviour system to be shared with children.</p>	By 5.6.20	L
	<p>On-going regular communication plans determined to ensure parents are kept well-informed</p>	Changes in routine.	M	<p>Letters, website updates, social media.</p> <p>Letter sent out to year 6 parents about partial reopening.</p>	<p>Since closure</p> <p>2.6.20</p>	L

<p><b>Governors/ Governance</b></p>	<p>Meetings and decisions that need to be taken prioritised.</p>	<p>Cannot hold face to face meetings.</p>	<p>H</p>	<p>Virtual governing body meetings.</p> <p>Certain aspects of governance are on-hold in order to deal with the immediate situation, these are agreed and clear with all governors and there is a plan for then these will be reviewed and potentially reinstated.</p>	<p>Since closure</p>	<p>L</p>
<p><b>School events, including trips</b></p>	<p>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.</p>	<p>All trips cancelled.</p>	<p>H</p>	<p>All trips for the Summer Term have been cancelled and none will be booked for the Autumn Term.</p> <p>No events will be booked at school until it is safe to fully reopen.</p>	<p>Since closure</p>	<p>L</p>