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**OCC COVID19: Full Opening from March 2021 Risk Assessment and Action Plan**

**SCHOOL NAME: Mill Lane Community Primary School**

**OWNER: Tineke van der Ploeg**

**DATE: 4/3/21**

**Purpose of this document:**

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken, and measures put in place to plan for the return to onsite education from March 8th and ensure the school continues to operate in a safe way following full opening.

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
  + 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’

**Risk Assessment for Full opening:**

**Risk Assessment/ Action Plan Sections:**

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***\*The below table includes examples in grey, these are not exhaustive.***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Theme** | **Control Measures** | **Risk to Implementation** | **Risk Level Pre-Action** | **Action Required / Decision Made** | **Action Completed  Date** | **Risk Level Post-Action** |
| **Engagement in Risk Assessment and Planning** | Risk assessment process fully engages staff, governing body and union representatives. | Staff do not receive or are aware of the updated risk assessment. | **L** |  |  | **L** |
| **Site Arrangements** | Office spaces re-designed to allow office-based staff to work safely (considering any continuing remote working where appropriate). | *Offices are small and regularly used.* | *M* | Desks are positioned so that staff are back to back.  Only 2 members of staff to be in any office at one time.  Staff to avoid office areas wherever possible.  Office windows & doors to be kept open.  Staff using offices to regularly clean their area. | *03/21* | *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 may not be maintained.*  *Not enough signage.*  *Children running around at drop off and pick up* | *M* | There will be staggered start and end times of the day.  Classes will enter through different entrances.  There are markings all around the school to direct children and parents.  There are markings on the playground to show where to wait.  Parents have been given guidance about arrangements.  Parents have been asked to leave the school site promptly.  Adults to wear masks on school site.  Children to stay by parents’ side.  Staff to monitor their playgrounds at start and end of day. | *03/21* | *L* |
| Careful consideration given to premises lettings and best practice approach | *Hall repurposed as a classroom and used for breakfast & after school club. Cannot be let and reassembled with sufficient time for cleaning in between.* | *M* | The school is currently not being used for any lettings.  A risk assessment has been completed for when lettings resume.  The cleaners will be informed of when lettings resume so that the cleaning schedule can be adjusted to make time for cleaning the hall before lettings take place.  Lettings only take place outside of normal school hours. | *03/21* | *L* |
| Consideration given to the arrangements for any deliveries. | Deliveries take place during drop off and pick up. Delivery drivers unaware of school’s policy for facemasks to be worn. | *M* | Reception area has been cleared making drop off of deliveries smoother.  Premises assistant is called to supervise deliveries.  There is a limit of only 2 people in the reception area at any one time.  Deliveries are left for 72 hours before being touched. | *03/21* | *L* |
|  | Regular communication with Parents/Carers for the continuation of social distancing, no congregating in large numbers | Parents do not receive parentmail. | *M* | Regular updates are sent out via parentmail.  Individual classes email out on their own emails, arrangements for their class.  Classes put updates on their class pages on the school website. | *03/21* | *L* |
|  | Safe Contractor management | Contractors come on site unannounced and unaware of school procedures. | *M* | Contractors contact the school prior to any visit.  Contractors are sent school’s guidance and risk assessment.  On arrival, contractors read and sign school’s track and trace documentation.  Where possible, contractors are supervised whilst on the school site. | *03/21* | *L* |
| **Emergency Evacuations** | Evacuation routes are confirmed, and signage accurately reflects these.  *NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.*  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. | *Evacuation routes would cause multiple groups/bubbles of people to come into contact. More appropriate alternatives are possible.*  Enough fire wardens are on site to check all areas of the school during an evacuation. | *M* | Separate bubbles are able to leave the building through different exits and not create bottlenecks.  Regular drills have taken place since March 2020.  Each bubble lines up maintaining a 2m gap from each other and different bubbles.  Year 1 to meet on the field (not reception playground) as there will be more space.  Currently there are no children with a PEEP or with reduced mobility. | *03/21* | *L* |
| **Cleaning and waste disposal** | Enhanced cleaning regime is in place in line with [COVID19: Cleaning in non-healthcare settings guidance.](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) | Poor cleaning standards. | *H* | Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.  Hand towels and hand wash are to be checked and replaced as needed by Ricky Gawthorn and cleaning staff  Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.  Standard of cleaning monitored daily by Ricky Gawthorn and cleaning company updated regularly.  Staff to clean their own areas at lunch time.  Staff to ensure they thoroughly clean down any area they work in outside of their classroom when working with small groups.  Cleaners to wear face masks when in school. | *03/21* | *L* |
| Cleaning staff capacity is adequate to enable enhanced cleaning regime. | There have been issues with the cleaning staff in the past and complaints have been made to the company. | *M* | School in constant communication with company regarding expectations and standards.  Staff will be cleaning areas throughout the day.  Cleaning company have updated their own risk assessment and added to folder.  All ICT equipment to be wiped down after use (not screen).  Indoor P.E equipment and playground equipment to be wiped down after use. | *03/21* | *L* |
| Adequate cleaning supplies and facilities around the school are in place.  Arrangements for longer-term continual supplies are also in place. | Run out of stock. | *M* | Hand sanitiser available at the school entrance.  Every area has its own hand sanitizer.  Lidded bins in classrooms.  Disposable tissues in each classroom to implement the ‘catch it, bin it, kill it’ approach.  Ricky Gawthorn monitors stock levels daily.  Stock check and ordering schedule reviewed, and order made. | *03/21* | *L* |
| Sufficient time is available for the enhanced cleaning regime to take place. | Children and staff are in areas which need to be cleaned. | *M* | There is time at lunchtime for classes to have a quick wipe down if necessary.  There are 2 adults in each class so 1 can supervise children, whilst other does a quick wipe down.  All staff advised to leave the site by 4.00pm for cleaning to be undertaken (except After School Club).  Cleaning staff not to come into school until after 4pm as set out in the contract.  ASC cleaned after 5.30pm when all the children have left. |  | *L* |
| Waste disposal process in place for potentially contaminated waste, including testing waste. |  |  | Waste bags and containers - kept closed and stored separately from communal waste for 72 hours  Waste collections made when the minimum number of persons are on site.  [COVID-19: cleaning in non-healthcare settings outside the home - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) |  |  |
| Process in place for safe removal and/or disposal of face masks. |  | *M* | Staff take face coverings home and either wash or dispose of. | *03/21* | *L* |
| Safe and appropriate storage of large supplies of alcohol gel | *No flammable store* | *H* | Appropriately sized flammable store area being used away from the main building.  The storage area remains at a cool temperature.  A limited amount of stock is kept at any one time.  The area is checked daily. | *03/21* | *L* |
| **Classrooms** | Classrooms allow as much space between individuals as practical. | Rooms too small to comfortably and safely fit a class of 30.  Tables are usually set up for collaborative group learning.  Early Years has free flow between different activities. | *M* | In classes, tables have been spaced out to reflect all children are facing the same way or well-spaced out. Rooms are well ventilated.  In Early Years the tables and activities will be spaced out, access to separate outdoor areas and rooms well ventilated. Reception Class has been split in to 2 bubbles of 15 with 1 group using the hall in order to have smaller numbers in each group and to make up for lack of ability to social distance with younger children.  All KS1/KS2 classes have been split into smaller class bubbles and will be working in different areas.  Weather permitting, teachers will try to utilise outside areas for activities. | *03/21* | *L* |
| Classroom entry and exit routes have been determined and appropriate signage in place. |  | M | Year 5 & 6 to split to using fire exits so do not meet in small cloakroom area.  Y1 to Y4 have their own separate entrances and exits and staggered times for arrival & departure.  Staff will be out to help supervise where to wait and go. | *03/21* | *L* |
| Appropriate resources are available within all classrooms e.g. IT, age specific resources.  NB: sharing of equipment should be limited to the bubble where possible and cleaned between uses if sharing across bubbles.  Non-essential equipment or resources which are not easily washable or wipeable have been be removed.  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. | Children share all the resources within the class.  Soft toys, cushions and beanbags in Early Years not easily washable.  Sharing of books and taking home and bringing back from class library and school library.  Children use multiple books for different subjects and books taken home for marking.  *Soft toys, cushions and beanbags in classroom B not easily washable.*  *No COVID19 information posters currently in place. Limited reminders/ awareness for children.* | *L*  *M*  *L* | Children from Y1 onwards to be allocated own resources which keep in individual spaces and will be kept in zipper pockets.  Remove soft furnishings from Early Years where possible.  All early years equipment to be wiped down at end of day.  Children to bring as little to school as possible. P.E kit to be worn to school on the day of P.E lessons.  Books to be allocated online library.  Children only have 1 book for all curriculum subjects plus 1 for maths (Y2 & 6 will have writing book due to SATs).  Books not to be taken home to mark.  Children complete more self assessment and peer assessment. If teachers mark book e.g. writing, sanitise between each book.  Children come to school in their forest school clothes when it is the day of their session.  Staff check children’s trays and ensure they do just have the essential resources  [*e-Bug*](https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus) *posters displayed:*   * [*Horrid hands*](https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&ss=2&t=Horrid%20Hands) * [*Super sneezes*](https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&ss=2&t=Super%20Sneezes) * [*Hand hygiene*](https://e-bug.eu/junior_pack.aspx?cc=eng&ss=2&t=Hand%20Hygiene) * [*Respiratory hygiene*](https://e-bug.eu/junior_pack.aspx?cc=eng&ss=2&t=Respiratory%20Hygiene)   [*Microbe mania*](https://e-bug.eu/lang_eng/UK%20KS1%20Pack/Microbe%20Mania/Microbe-Mania-Poster.pdf) | *03/21*  *03/21*  *03/21* | *L*  *L*  *L* |
| Furniture arranged to minimise contact as much as possible e.g. Desks side by side, facing front, where age appropriate. | *Not enough furniture to separate in to smaller class bubbles.*  *Tables usually set out in groups with children facing each other.* | M | All tables are forward facing and 2m apart from the next table.  Furniture has been moved from unused areas to enable classes to be split. | *03/21* | *L* |
| Increased ventilation (where reasonably practicable) | Cold weather making it too cold for children when windows are kept open. | *M* | [air conditioning and ventilation during the coronavirus pandemic](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm)  In line with guidance, the air conditioning is not used in the ICT suite.  Rooms are kept well ventilated by keeping windows are doors open as much as possible.  In cold weather, children are advised to wear extra thick, warm layers and fewer windows are open. | *03/21* | *L* |
| **Staffing** | Staffing numbers required for full opening have been determined including support staff such as facilities, IT, midday and office/admin staff. | Staff unable to work due to shielding or having to self-isolating. | M | We have been in constant communication with staff who are shielding.  New timetables have been created with extra TA hours to ensure enough support in all classes every day.  There are 2 DSLs with 1 always on sight at any given time.  There are 8 members of staff pediatric first aid trained and all staff are first aid trained.  Lunch cover has been factored in to new timetables.  Bursar will resume working at school as they have been working from home. | *03/21* | *L* |
| Approach to staff absence reporting and recording in place. All staff aware. |  | *L* | Staff aware of procedure for reporting sickness: contact HT/DH as soon as possible with a phone call.  Staff absence is recorded on school’s SiMS system. | *03/21* | *L* |
| Risk assessments in place for those staff who are shielding, (clinically extremely vulnerable), and appropriate arrangements for mitigating risk are identified.  [Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#cev)  [National lockdown: Stay at Home - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/national-lockdown-stay-at-home#protecting-people-more-at-risk-from-coronavirus)  Staff who are Clinically Extremely Vulnerable must only work from home unless guidance for this group changes.  Shielding measures will apply until at least **31/03/2021**  For other staff who are Clinically Vulnerable - school to ensure review of their individual risk assessments for any necessary adjustments.  NB CEV category has widened-more complicated process using formula of different factors, must be if you’ve been written to by Government.  Government advice has changed around pregnant workers – over 28 weeks, 3rd trimester, these staff should work from home. See link at the foot of this document!  Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear. |  | *H* | Year 1 teaching assistant is shielding and will work from home. A planned return for after Easter is in place.  2 children in Nursery are continuing to shield due to medical conditions. Support will continue via remote learning. |  | *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 daily basis to minimise contacts. |  | *M* | All bubbles have first aiders.  The school has 8 members of staff who are paediatric first aid trained so there will also be one on site at any time.  There are 2 DSLs. In event both are not on site, they will be contactable by phone.  More than 1 member of staff works in each class so cover is easier.  Remote learning will remain in place in the event of class bubble having to isolate or staff sickness closing a bubble. | *03/21* | *L* |
| Consideration given to staff clothing expectations and information shared with staff. To ensure clothes worn are easily washable (e.g. no ties). |  | *L* | Staff are aware of need to wear warm, casual clothing and to wash clothes when get home. | *03/21* | *L* |
| Approaches for meetings and staff training in place. |  | *L* | Staff training to continue via TEAMS until at least after the Easter holidays. | *03/21* | *L* |
| Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision agreed and communicated. |  | *M* | Staff will go back to having PPA time on one afternoon a week.  If needed, we will be able to return to online learning as the facilities are still in place.  Staff to teach using TEAMs if need to isolate or there is a lockdown.  If a member of staff falls ill, then we can still offer half days to the bubble. | *03/21* | *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 processes in respect of tasks they are unfamiliar with. | *TA s are required to lead some groups as not enough teachers on site to cover numbers.* | *M* | Each class bubble has at least 2 members of staff working within it.  TAs only work with 1 group throughout the year so very familiar with children and their needs.  TAs are familiar with taking groups when covering class teacher.  All staff are aware of procedures within school to limit risk of infection. | *03/21* | *L* |
| Approach to support wellbeing, mental health and resilience in place, including bereavement support.  How staff are supported to follow this within their own situations and that of pupils and colleagues is clear. |  | *H* | Staff are aware of support and advice for schools and pupils available from OCC: <http://schools.oxfordshire.gov.uk/cms/schoolsnews/guidance-bereavement-and-loss>  The school updated its bereavement policy and staff well-being policy.  Schools subscribes to the EAP and can access using this link  <http://schools.oxfordshire.gov.uk/cms/content/employee-assistance-programme> | *03/21* | *L* |
| Arrangements for accessing testing are in place. Staff are clear on how and when to access a test. |  | *M* | [*https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested*](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) | *03/21* | *L* |
| The approach for inducting new starters has been reviewed and updated in line with current situation. |  |  | Not applicable at moment. |  |  |
| Arrangements to return any furloughed staff in place. |  |  | No staff currently on furlough. |  |  |
| Any staff contracts that need to be issued, extended or amended considering the current situation have been. |  | *L* | TA hours have been extended for some staff which they are aware are temporary in light of the current need to support children’s return. | *03/21* | *L* |
| Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved. |  |  | Not applicable |  |  |
| 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. |  | *M* | Check with the contractor any requirements their employer has specified before visit. Share school protocols.  Test temperature on arrival.  Contractor completes track and trace form.  Contractors kept out of school bubbles. | *03/21* | *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.  <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-3-curriculum-behaviour-and-pastoral-support> |  | *M* | Peripatetic music lessons currently via Zoom or Teams.  PPA music lessons to resume with smaller groups.  All instruments wiped down between uses / bubbles.  Risk assessment in place for when peripatetic lessons return to school site. | *03/21* | *L* |
| **Group Sizes** | All bubbles have been determined in accordance with the principle of limiting social interaction and small, consistent groups of CYP, that can remain separate from other people and groups.  All children and young people are included in distinct groups/ ‘bubbles’ that do not mix and the number of children and young people in each bubble is as small as possible. | *In 2 form entry primary school, toilet block shared by both classes.* | *M* | Main bubbles set at 30 which is highest number of children in each class.  Within class bubbles, class split into smaller groups and using other rooms e.g reception class are also using hall, class 5 are also in art room.  At break times and lunch times, pupils are still kept in split groups. | *03/21* | *L* |
| Staffing allocations to groups determined, minimising contact with multiple groups as much as possible |  | *H* | Mixing between bubbles is kept to a minimum as much as possible. Where there is crossover, it is outside or staff wearing PPE. | *03/21* | *L* |
| Identified solutions to any workforce capacity issues are in place. |  |  |  |  |  |
| **Social Distancing** | Arrangements for social distancing in place to consider:   * Staggered school drop off/pick up times and locations (if possible) without reducing teaching time * Staggered or limited amounts of moving around the school/ corridors * Classroom design * Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches * Toilet arrangements | Families used to using 1 entry and exit point.  Younger children are used to their parents coming in to the class at drop off.  Children used to congregating on the playground.  Lack of toilet facilities for the different groups. | *H* | Staggered start and leave times.  Controlled, signed entry and exit points.  No congregating on playgrounds  Separate playgrounds and staggered times if necessary.  Separate toilet facilities created for different areas. | *03/21* | *L* |
| Approach to avoiding children and young people entering school congregating and breaching social distancing is in place. |  | *H* | On arrival, students move straight to classroom and sit at named table and wait for rest of class to arrive/class to begin. | *03/21* | *L* |
| Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches. |  | *M* | Handwashing and cleaning (if needed)  Conversations with parents  Risks assessments and individualised approach in place for students who might struggle to follow expectations | *03/21* | *L* |
| Approach to assemblies – if still occurring, plan in place to manage social distancing.  <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks> | Currently assemblies are cancelled. Bringing all children together for assembly would breach the bubble arrangements. | *H* | Assemblies are within bubbles | *03/21* | *L* |
| Social distancing plans communicated with parents, including approach to breaches. |  | *L* | Regular communication with parents via ParentMail. | *03/21* | *L* |
| Arrangements in place for the use of the playground, including equipment. |  | *M* | Where reasonably practicable to do so, enhanced safe cleaning process in place for outdoor equipment. | *03/21* | *L* |
| **Transport** | Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible. |  |  |  |  |  |
| Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible. |  |  |  |  |  |
| Support in place for CYP who have no alternative, to access public transport safely, adhering to social distancing protocols where possible. |  |  |  |  |  |
| Arrangements in place with transport providers to support any staggered start/end times. |  |  |  |  |  |
| Children and young people reminded to wear face coverings on public and school transport. |  |  |  |  |  |
| **Catering** | Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals. | ***If*** *the school kitchen has been closed.* | *M* | The kitchen has remained open since last lockdown.  [Guidance for food businesses on coronavirus (COVID-19) - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19) |  | *L* |
| Arrangements for the continued provision of FSMs for eligible children not attending school due to shielding or self-isolation are in place. |  |  | *Not applicable* |  |  |
| 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. |  | *H* | Lunches to continue to be delivered to classes and children to remain in class bubble for their lunch. | *03/21* | *L* |
| Arrangements for food deliveries in place |  | *M* | Food delivered straight to the kitchen via a side door and doesn’t come into school at all. | *03/21* | *L* |
| **PPE** | PPE requirements understood and appropriate supplies in place. |  | *M* | PPE equipment has been ordered for all areas.  PPE will be used by those cleaning the different areas at lunch.  Staff will wear PPE if they feel more comfortable doing that.  Cleaners also asked to wear face masks. | *03/21* | *L* |
| Approach to face coverings considered and updated, where appropriate, to include inside the classroom where social distancing is not possible, for secondary schools and outside of the classroom only for primary staff. |  | *H* | Staff to wear face masks when working with individuals or small groups.  Staff to wear face masks in corridors and communal areas. | *03/21* | *L* |
| **Visors/face covering** | A visor alone is not acceptable and must be worn with a face mask/covering:  [Face coverings in education - March 2021 (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/965446/Face_coverings_in_education_-_March_2021.pdf) |  | *M* | Staff made aware of this at staff meeting | *03/21* | *L* |
| **Response to suspected/ confirmed case of COVID19 in school** | Approach to confirmed COVID19 cases in place: during school day   * Which staff member/s should be informed/take action * Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated * Cleaning procedure in place * Arrangements for informing parent community in place |  | *H* | Each bubble to have a comfy area away from other children.  HT Room to be used as a place for unwell children as door can be left open, parents can collect from there. Also away from other groups.  Surface areas to be wiped clear and children to learn outside until end of day if possible.  Room to be deep cleaned once all children have left  Parents of the affected Bubble to be informed.  Disposable mop heads recommended, see link:  [COVID-19: cleaning in non-healthcare settings outside the home - GOV.UK (www.gov.uk)](http://COVID-19:%20cleaning%20in%20non-healthcare%20settings%20outside%20the%20home%20-%20GOV.UK%20(www.gov.uk)) | *03/21* | *L* |
| Approach to confirmed COVID19 cases in place: outside of school hours   * Cleaning procedure in place * Arrangements for informing parent community in place * Contact tracing arrangements if needed |  | *M* | Parents know to use office or HT email to contact regarding positive case.  Parents of affected bubble can be contacted via ParentMail out of school hours.  School uses Track & Trace form for any visitors. | *03/21* | *L* |
| **Pupil Re-orientation** ***back into school after a period of closure/ being at home*** | Approach and expectations around school uniform determined and communicated with parents. |  | *L* | Pupils continued to wear school uniform through lockdown.  Pupils come to school in P.E & Forest school clothing on day of sessions. | *03/21* | *L* |
| Changes to the school day/timetables shared with parents. |  | *L* | Parents have been made aware through ParentMail and class communications | *03/21* | *L* |
| All students instructed to bring a **NAMED** water bottle each day. Robust water fountain cleaning arrangements in place, if determined safe to use! |  | *M* | Parents informed in parent letter.  Spare beakers will be in each area and children will keep on their table if they do not have a water bottle.  These beakers will go in dishwasher at the end of a session.  Children to take their water bottles with them if they go outside and keep separate from other children’s. | *03/21* | *L* |
| Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.  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. |  | *M* | Continue using Oak Academy and White Rose teaching videos across split bubbles.  There will be no formal assessments when children return, emphasis will be on mental well-being. | *03/21* | *L* |
| Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place. |  | *M* | There is a new bereavement policy in place.  Staff will work on emotional well-being in first week children return. | *03/21* | *L* |
| Re-orientation support for school leavers is developed. |  | *M* | End of year celebrations will continue as planned.  Support is still in place to help Year 6 class.  Year 6 Bushcraft trip still going ahead. | *03/21* | *L* |
| Consideration of the impact of COVID19 on families and whether any additional support may be required:   * Financial * Increased FSM eligibility * Referrals to social care and other support * PPG/ vulnerable groups |  | *M* | Forms for FSM to be sent out to parents who let us know they are struggling financially.  Continue to make social care referrals via MASH.  Keep using My Concerns to log safeguarding concerns.  Attend social care meetings using virtual meetings.  Make parents aware of winter grant application. | *03/21* | *L* |
| **Remote Education Plan** | Contingency plan for remote learning developed should self-isolation or restricted attendance be required. | *Bubble needs to self-isolate because of a positive case of COVID19.* | *M* | Remote learning contingency available and ready to be ‘switched-on’ when needed. | *03/21* | *L* |
| Technology support in place. DFE laptop allocation ordered, for contingency purposes. |  |  | *Refer to GOV.UK guidance* |  |  |
| **Safeguarding** | Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures. |  | *H* | Staff refresher training session on processes and procedures and the revised wellbeing material (22nd March)  Staff have had training on Zones of regulation.  Staff to use Kalm Kids with groups of children. | *03/21* | *L* |
| Updated Child Protection Policy in place |  | *M* | Adopted most recent Child Protection Policy | *03/21* | *L* |
| Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP and families to complete risk assessments and planning. |  | *H* | Email and phone communication where necessary to support children / families.  Sign post parents to any available support. | *03/21* |  |
| Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission. |  |  | **Not applicable at present** |  |  |
| **Curriculum / learning environment** | Current learning plans, revised expectations and required adjustments have been considered. |  | *L* | Staff continuing with medium term plans as remote learning kept to this during lockdown. | *03/21* | *L* |
| Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?  Each activity should be risk assessed and should not be run unless the risks can be mitigated insert link   * PE [guidance on the phased return of sport and recreation](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation) and guidance from [Sport England](https://www.sportengland.org/how-we-can-help/coronavirus) for grassroot sport. Advice from organisations such as the [Association for Physical Education](https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf.) and the [Youth Sport Trust](https://www.youthsporttrust.org/coronavirus-support-schools) * Practical science lessons <https://www.cleapss.org.uk/> * DT/ FT <https://www.data.org.uk/for-education/primary/> * Swimming <https://www.swimming.org/swimengland/pool-return-guidance-documents/> * EVC advice/guidance Page 50 in this link * [Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf) * [Contents | (oeapng.info)](https://oeapng.info/downloads/download-info/4-4k-coronavirus/) |  | *H* | Group work will not be undertaken in returning classes.  Staff to complete risk assessment of any activities such as cooking, P.E, forest school and adapt to take in to account social distancing | *03/21* | *L* |
| Whole school approach to adapting curriculum (S/M/L term), including:   * Wellbeing curriculum * recognising ‘non-curriculum’ learning that is being done at home * capturing pupil achievements/ outcomes * utilising the DFE ‘catch-up’ funding and programmes * contingency remote learning plan |  | *M* | *staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.* | *03/21* | *L* |
| Student behaviour policy reviewed and amended where necessary to reflect the current circumstances. |  | *M* | Policy has been reviewed. | *03/21* | *L* |
| Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan. |  | *M* | Staff are aware of e-safety policy and school has a program of e-safety in place. | *03/21* | *L* |
| **SEND PUPILS** | Approach to provision of the elements of the EHCP including health/therapies in place. <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#B> |  | *M* | EHCP applications have continued as normal. | *03/21* | *L* |
| Annual reviews. |  |  | Annual reviews have taken place when required. |  |  |
| Consider any SEN pupils who may need support with their return to school and consult with the family and other agencies involved.  *Including any support required for pupil to understand new rules i.e. social distancing.* |  | *M* | SEND pupils have been supported during lockdown with individualised programs / extra TEAMs meetings.  Extra support is in all classes to help with more children. | *03/21* | *L* |
| Requests for assessment considered. |  |  | *None needed at moment* |  |  |
| **Attendance** | Approach to promoting and supporting attendance for allpupils determined, including those who may be anxious. |  |  | *Refer to GOV.UK guidance* |  |  |
| Approach to support for parents where rates of persistent absence were high before closure. |  | *M* | Plan in place for supporting child with persistent absence. | *03/21* | *L* |
| **Communication** | Information shared with staff around the full opening plan, including amendments to usual working patterns/practices and groups. |  |  | *Refer to GOV.UK guidance* |  |  |
| Union representatives informed of full opening plans. |  |  |  |  |  |
| Updated Risk Assessment published on website. |  | *L* | Will be placed on website after FGB on 10/3/21 | *03/21* | *L* |
| Communications with parents on the:   * Plan for full opening * Social distancing plan * Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning * Attendance * Uniform * Transport * Behaviour * NHS Test and Trace * Staggered start and end times * Expectations when in school and at home (if self-isolating is necessary) * Anticipated sanctions for breach of school guidelines and processes * Contingency plans |  |  | All plans communicated via ParentMail |  |  |
| Pupil communications around:   * Changes to timetable * Social distancing arrangements * Staggered start times * Expectations when in school and at home * Travelling to and from school safely |  | *M* | Teachers have communicated their individual class plans using their class email system and page on the school website. | *03/21* | *L* |
| On-going regular communication plans determined to ensure parents are kept well-informed |  | *M* | Letters, website updates, social media | *03/21* | *L* |
| **Governors/ Governance** | Meetings and decisions that need to be taken are prioritised. |  |  |  |  |  |
| Governors have oversite of full opening plans and risk assessments.  Approach to communication between Leaders and governors is clear and understood. |  | *M* | FGB meeting held on 10/3/21.  Governors sent plans prior to full opening of school. | *03/21* | *L* |
| 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. |  | *L* | FGB meetings to continue using Microsoft Teams  Subcommittee meetings take place via Teams. | *03/21* | *L* |
| Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. *Refer to Headteacher wellbeing materials.* |  | *M* | Reported and discussed at the behaviour and well-being committee meeting. | *03/21* | *L* |
| **School events, including trips** | The school’s annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.  Previous link has since been withdrawn on the Gov.uk website – under review for more info…  **DfE Guidance - Educational visits *until March 8 (p46) after March 8 (p50).*** DfE advise against educational visits at this time. This advice will be kept under review.  The Association of British Insurers (ABI) has produced information on travel insurance implications following the coronavirus (COVID-19) outbreak. If schools have any further questions about their cover or would like further reassurance, they should contact their travel insurance provider.  See links at the bottom of this document |  | *M* | School events have been adapted to be held virtually or have been cancelled.  No trips to take place until a change in guidance.  The Year 4 & Y6 residential trip is still under review and final decision will be made nearer the time of departure.  No swimming lessons have taken place since September. | *03/21* | *L* |
| **Finance** | Additional costs incurred due to COVID19 are understood and clearly documented. |  | *m* | Bursar has kept up to date and recorded. | *03/21* | *l* |
| Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM |  |  |  |  |  |
| Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting. |  |  | No staff were furloughed this time. |  |  |
| Insurance claims, including visits/trips booked previously. |  |  | No insurance claims as yet. |  |  |
| Reintroduction or re-contracting services, such as:   * Cleaning * IT support * Catering |  |  | All services have continued throughout. |  |  |
| Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc. |  |  | Thame Partnership has continued to work together and meet virtually. |  |  |
| **Before and after school clubs** | Approach in place for before/after school clubs implements the necessary protective measures including restricted attendance  <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak> |  | *m* | Risk assessment in place.  ASC & breakfast club have continued throughout lockdown. | *03/21* | *l* |
| **Testing** | Test kits are securely stored and distributed to staff and students (secondary). |  | *M* | Kits stored in HT office and record kept when given out. | *03/21* | *L* |
| Staff and students (secondary) are aware of how to safely take and process the test.  Share the following:   * NHS instruction leaflet * Training video and online resources on the document sharing platform * Contact details if queries * Process for reporting incidents * PPE provision * Layout of testing space and one-way foot fall as per guidelines |  | *M* | Staff meeting on procedure.  Leaflet given out with kit. | *03/21* | *L* |
| Rapid lateral flow testing guidance  [Rapid lateral flow testing guidance | Schools (oxfordshire.gov.uk)](http://schools.oxfordshire.gov.uk/cms/schoolsnews/rapid-lateral-flow-testing-guidance) |  |  |  |  |  |
| Staff and students (secondary) are aware of how to report their test results to school and to NHS Test and Trace. |  |  | Staff report results to HT and online.  Log of results kept by HT. |  |  |
| Staff and students (secondary) are aware of how to report any incidents both clinical and non-clinical. |  |  | *As above* |  |  |
| Process in place to monitor and replenish test supplies  Process in place for appropriate PPE to be available (Secondary) |  |  |  |  |  |

[Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf)

[Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees)

[Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak#who-can-attend>

[Rapid lateral flow testing for households and bubbles of school pupils and staff - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff?utm_medium=email&utm_campaign=govuk-notifications&utm_source=16f2f8fa-e677-4d06-a24b-ea604e02c92a&utm_content=immediately)

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/958906/Restricting_attendance_during_the_national_lockdown_schools_guidance.pdf> page 46

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf> page 50