

COVID19: Return to school Risk Assessment

SCHOOL NAME: Chipping Hill Primary School

OWNER: Ceri Jones

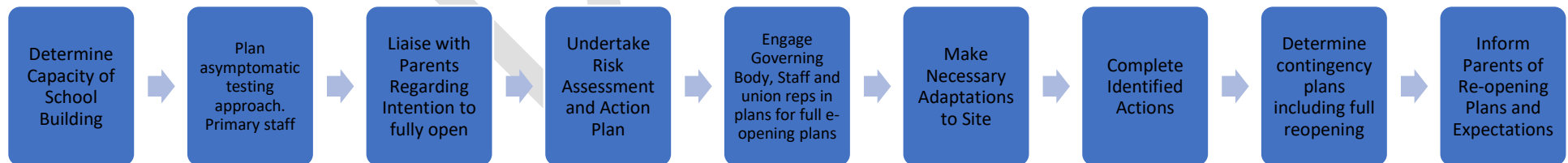
DATE: 4th January 2022

Purpose of this document:

This COVID19: Risk Assessment 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. **This Risk Assessment should be read alongside the school action plan which sets out specific actions and attributes each action to a specific individual.**

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'



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Theme	Control measures	Risk to implementation	Risk level Pre-Action	Action Required / Decision Made	Action Completed Date	RL Post-Action
Engagement in RA & Planning	Risk assessment process fully engages staff, governing body and union representatives.	Staff absence through shielding/illness may inhibit engagement	M	adaptations made and address queries	04/01/2022	L
Preparing Buildings and Facilities	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> Water treatments Fire alarm testing Repairs Grass cutting PAT testing Fridges and freezers Boiler/ heating servicing Internet services Any other statutory inspections Insurance covers reopening arrangements 	<p>Site Manager is unavailable</p> <p>Site has been closed for prolonged period</p> <p>Food remains in the freezer</p>	<p>H</p> <p>M</p> <p>M</p>	<p>Source alternative suitably trained person</p> <p>Carry out a formal / recorded full pre-opening premises inspection.</p> <p>Commission a water treatment specialist to chlorinate and flush the complete system for all hot and cold water systems and certify the water system is safe before the buildings are reoccupied.</p> <p>Determine with the catering staff how left over frozen food should be dealt with and action as appropriate.</p> <p>Building has been used during closure so full flush is not required. Boiler has been serviced and monthly legionella checks undertaken</p>	04/01/2022	<p>M</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>
	Office spaces re-designed to allow office-based staff to work safely (considering remote working where staff are required to isolate).	Office does not allow for adequate space between staff members, no windows for ventilation.	M	No action required – office space does allow for adequate space between staff members.	04/01/2022	L
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing as appropriate.	Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.	M	<p>2-metre markers are present on floors as required</p> <p>Three-way entry and exit system in place to enter and exit the school. Signage in place.</p> <p>Procedures shared with staff and parents</p>	04/01/2022	L
	Consideration given to premises lettings and approach in place.	Lettings do adhere to school COVID protocols including testing prior to access using LFD test.	M	<p>Follow school guidance related to COVID-19</p> <p>Test using LFD prior to access</p>	04/01/2022	L

	Consideration given to the arrangements for any deliveries.	Delivery people are not clear what the school's approach to social distancing is and won't adhere to it	M	Clear signage around premises. When making contact with suppliers ensure a time is given for a delivery and ensure they know the school protocols	04/01/2022	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.	Staff members are working in classrooms they aren't familiar with and therefore don't know the evacuation procedures	M	Evacuation procedure and share with all staff and children.	04/01/2022	L
		Evacuation routes would cause multiple groups (bubbles when required) of people to come into contact. More appropriate alternatives are possible.		Buddy system implemented and updated		L
		Staff needing to work from home is current PEEP buddies and so reassignment necessary.		Fire drill.		L
Cleaning and waste disposal	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non-healthcare settings guidance.	Cleaning staff are not aware of the guidance	M	Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.	04/01/2022	L
		Cleaning supplies can't be obtained	H	Hand towels and hand wash are to be checked and replaced as needed		L
		Enough time is not provided for proper cleaning to take place	M	Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.		L
	Premises do not have enough bins for safe disposal of tissues	L	Close off toilets/ hand basins so one is used at a time to allow for easier cleaning	L		
Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	Too few hours in cleaning schedule to allow for enhanced cleaning regime	M	Give cleaning staff more cleaning hours and claim extra hours from Covid-19 fund. Cleaning to take place after school with minimum staff on site and on a Friday	04/01/2022	L	

	<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>No hand sanitiser for visitors to office</p> <p>Classrooms do not have tissues.</p> <p>Classrooms do not have bins</p> <p>Hand sanitiser and dispensers are hard to obtain</p> <p>Low supply of soap.</p>	<p>M</p> <p>M</p> <p>L</p> <p>H</p> <p>M</p>	<p>Hand sanitiser available at the school entrance, and in each classroom.</p> <p>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</p> <p>Bins in classrooms, emptied regularly and double bagged</p> <p>Stock check and ordering schedule reviewed and order made.</p>	<p>04/01/2022</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>
	<p>Sufficient time is available for the enhanced cleaning regime to take place.</p>	<p>Premises are not vacant to allow cleaning regime to take place</p>	<p>M</p>	<p>All staff advised to leave the site by 5.00pm in order for cleaning to be undertaken. Cleaning undertaken before staff arrive and after staff leave – split shifts.</p>	<p>04/01/2022</p>	<p>L</p>
	<p>Waste disposal process in place for potentially contaminated waste.</p>	<p>Supplies of bin bags are low</p> <p>Bins do not have lids on them</p>	<p>L</p> <p>L</p>	<p>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</p> <p>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</p> <p>Bins are in each classroom, office, outside and photocopy room</p> <p>Hazardous waste collection organised</p>	<p>04/01/2022</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>
	<p>Process in place for safe removal and/or disposal of face masks</p>	<p>Staff and pupils refuse to remove face masks. Not consistent disposal</p>	<p>M</p>	<p>Clarity in communication, citing of guidance and clear disposal protocols</p>	<p>04/01/2022</p>	<p>L</p>
	<p>Resources used, particularly in the EYFS, are cleaned daily</p>	<p>Resources/ toys are hard to clean</p> <p>Too many resources are used to make cleaning practicable</p>	<p>H</p> <p>H</p>	<p>Only use resources made from plastic or other easy to clean materials (e.g. no sand or playdough).</p> <p>Avoid the use of resources with moving parts</p> <p>Remove excess resources from the environment and use resources on a rota basis</p> <p>Clean resources used in disinfectant at the end of every day</p>	<p>04/01/2022</p>	<p>M</p> <p>L</p>

Classrooms	The number of staff that can use each room at any one time has been determined according to the physical capacity of the school site.	Not enough staff to allow appropriate ratios	M H	Measure classrooms and other available rooms to assess capacity for staff and pupils: School will adopt limited numbers in communal areas whereby only allocated staff enter rooms and also maximise outdoor and indoor space	04/01/2022	L M
	Classrooms have been re/arranged to allow as much space between individuals as practical.	Additional furniture in classrooms limits space available for tables to be rearranged	M	Remove furniture which is not deemed necessary	04/01/2022	L
	Classroom entry and exit routes have been determined and appropriate signage in place.	Signage hasn't been provided and system isn't clear Staff do not follow the appropriate signage	M	Produce clear signage which is displayed throughout the school	04/01/2022	L
			L	Share procedures with staff		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. 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 and staff bring in resources from home to use in school Sharing of resources and risk cross-contamination Limited reminders/ awareness for children. No COVID19 information posters currently in place. Limited reminders/ awareness for children.	L	Ensure CYP know they shouldn't bring resources in from home (e.g. pencil cases)	04/01/2022	L
			M	All equipment including IT equipment is wiped down with disinfectant after use and sharing of equipment is not prohibited		L
L			e-Bug posters displayed: <ul style="list-style-type: none"> ● Horrid hands ● Super sneezes ● Hand hygiene ● Respiratory hygiene ● Microbe mania 	L		
Classrooms are well ventilated	Windows do not open in classrooms	H	Open exterior door to playgrounds– site is still secure as outside gate is locked	04/01/2022	L	
	Furniture arranged to minimise contact as much as possible e.g. clear spacing between groups of desks	Chairs and spacing not comfortable for long term use		Acquiring more suitable chairs/stools as required and adapt furniture usage to meet learning needs	04/01/2022	L
Staffing	Staffing numbers required for full re-opening have been determined including support staff such as facilities, IT, midday and office/admin staff.	Staff illness/isolation may mean staffing levels change	H	Review staff availability daily	04/01/2022	M
	Approach to staff absence reporting and recording in place. All staff aware.	HT not aware staff are ill and therefore not available for work	M	Staff to phone HT before 7.30 on the day they are to be at work	04/01/2022	L
Numbers of staff available to work means there are not enough staff for two adults per group		H	In communication with parents ensure they are aware that staff absence may mean their children cannot attend school on a given day	M		

	<p>Arrangements for staff who are working from home are in place.</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>	<p>Staff are not aware of expectations when working from home</p>	<p>M</p>	<p>Share expectations with staff. Currently two members of staff are designated as clinically vulnerable and will continue to perform allocated duties from home.</p>	<p>04/01/2022</p>	<p>L</p>
	<p>Risk assessments in place for those staff who are shielding, (clinically extremely vulnerable and designed on advice of a doctor), and appropriate arrangements for mitigating risk are identified.</p>	<p>Staff shielding will work from home</p>	<p>H</p>	<p>Arrangements made for staff to support learning remotely from home</p>	<p>04/01/2022</p>	<p>L</p>
	<p>Plans to respond to increased sickness levels are in place.</p> <p>Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.</p>	<p>Staff are not available to cover key roles</p>	<p>M</p>	<p>CJ to be main point of contact</p> <p>SLT to deputise for CJ as DDSL as required</p> <p>If staffing levels drop low so ratios are compromised, parents will be informed of strategy to teach their children</p>	<p>04/01/2022</p>	<p>L</p>
	<p>Approaches for meetings and staff training in place.</p>	<p>Approaches for meetings/ staff training are not shared</p>	<p>L</p>	<p>Tuesday PDM to take place in hall/LRR with social distancing evident</p>	<p>04/01/2022</p>	<p>L</p>
	<p>Staffing roles and responsibilities with regards to the contingency of remote provision alongside in-school provision agreed and communicated.</p>	<p>Staff may not have enough time to set remote learning for CYP not attending school</p>	<p>M</p>	<p>Additional PPA time allocated to allow time to set home learning and communicate with pupils via DB</p>	<p>04/01/2022</p>	<p>L</p>
	<p>Consideration given to the options for redeployment of staff to support the effective working of the school.</p> <p>If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.</p>	<p>TA s are required to lead some groups as not enough teachers on site to cover numbers.</p>	<p>M</p>	<p>All staff are aware of their roles and expectations. Teaching & Learning will adhere to school's COVID-19 learning strategy</p>	<p>04/01/2022</p>	<p>L</p>
	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>	<p>Bereavement support materials have not been shared widely with staff</p> <p>Times is not set aside to check on staff wellbeing</p>	<p>L</p> <p>M</p>	<p>Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx</p> <p>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements</p> <p>HT to set time aside daily to check on staff wellbeing</p>	<p>04/01/2022</p>	<p>L</p> <p>L</p> <p>L</p>

	<p>Arrangements for accessing testing, if and when necessary, are in place. Staff is clear on returning to work guidance. Process in place for use of the limited number of self-testing kits</p>	<p>Staff are not aware of testing guidance and availability</p>	H	<p>Staff to be given access to LFD testing. Provide time for staff to attend PCR testing if required during school hours.</p>	04/01/2022	L
	<p>The approach for inducting new starters has been reviewed and updated in line with current situation.</p>	<p>Normal induction procedures cannot go ahead if a spike in cases locally because of social distancing and particularly restricting the numbers of visitors to the school site</p>	M	<p>Schools new induction programme linked to COVID-19 situation will be utilised</p>	04/01/2022	L
	<p>Return to school procedures are clear for all staff.</p>	<p>Return to school procedures are not in place</p> <p>Staff are not available to attend return to school procedure meetings</p>	L M	<p>Return to school procedures are in place at the beginning of week beginning 04/01/22 and shared with staff. Staff asked to be included in decision makings and add to risk assessments. Procedures emailed to all staff and shared on G-suite</p>	04/01/2022	L
	<p>Any staff contracts that need to be issued, extended or amended considering the current situation have been.</p> <p>Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.</p>	<p>Contracts haven't been identified in a timely fashion and therefore changes can't be made</p>	M	<p>Ensure staff who are due changes to any contracts are communicated with clearly and in a timely manner</p>	04/01/2022	L
	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>	<p>Visitors are unaware of the protocols being used on site and come onto the site without using proper precautions</p>	M	<p>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</p>	04/01/2022	L
	<p>Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.</p>	<p>Externally employed adults attend school and raise the risk of transmission by increasing the number of adults on site and mixing with a range of children</p>	M	<p>Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.</p>	04/01/2022	L

Group Sizes	All children and young people are included in distinct year groups and minimise the mixing within confined areas	In upper Key Stage 2 toilet block shared by classes.	M	Organisation of classes set at the size of two classes/ year group.	04/01/2022	L
	Staffing allocations to groups determined, including consistency and any solutions to insufficient staffing numbers. Minimising contacts with multiple groups	Staff mix between year groups which heightens the risk of cross contamination	M	Staff allocated to a phase thus avoid mixing with other staff as much as possible. see organisation plan	04/01/2022	L
	Identified solutions to any workforce capacity issues are in place.	Not enough staff to support teaching and learning requirements	M	Re=organise staffing prior to the return of the children, organising built in capacity	04/01/2022	L
Social Distancing	Arrangements for continued social distancing in place to consider: <ul style="list-style-type: none"> Extended school drop off/pick up times and locations Limited amounts of moving around the school/ corridors Classroom design Break and lunch times are staggered. Toilet arrangements 	Social distancing cannot be achieved because of the space or age of children	M	Drop off/ pick up times are shared with parents and staff Children enter/ exit classrooms through clearly labelled routes Children have their own designated toilet to use and go one at a time Classrooms are designed with social distancing and safe practice in mind. Staff will also make full use of outside to increase capacity.	04/01/2022	L
	Information shared with parents regarding pupils travelling to school, encouraging walking	Children come to school in large groups with year groups mixing	L	Encourage families to walk in small groups to school	04/01/2022	L
	Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.	Children enter school at once and a bottleneck is created Systems for entering school are not clear	H L	Arrival at school through extended period as appropriate On arrival, students move straight to the classroom and sit at a named table and wait for the rest of class to arrive/class to begin. Handwashing and cleaning	04/01/2022	L L L
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.	Expectations are breached	M	Behaviour expectations are clear for all CYP and staff. Handwashing and cleaning (if needed). Conversations with parents Risks assessments and individualised approach in place for students who might struggle to follow expectations	04/01/2022	L L

	Approach to assemblies – if still occurring, plan in place to manage social distancing.	Children are too close to each other in hall for assemblies	H	HT/CT to host a weekly assembly all classes to join in a Google meet ensuring safety features are used	04/01/2022	L
	Social distancing plans communicated with parents, including approach to breaches.	Parents are not aware of social distancing plans	M	Communication with parents to share social distancing plans and then provide regular updates to parents via newsletter	04/01/2022	L
	Arrangements throughout the school are effective and allow for social distancing wherever possible	As children return to school, systems are ineffective and children/ parents/ visitors come into contact with each other	H	Children reintroduced to the school structures and expectations gradually, ensuring the systems in place work and are effective.	04/01/2022	L
	Arrangements in place for the use of the playground, including equipment. NB: outdoor equipment should not be used unless it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.	Space is not divided on the playground/ field so children mix with other children from outside their class bubble. Outdoor equipment is contaminated due to multiple use	H H	Playground designated for individual groups at a time. Numbers on playground are limited and staggered. Play equipment divided into bags, labelled with each year group. Equipment used is only that which is easy to clean at the end of each session. Equipment is only used with its designated year group.	04/01/2022	L L
Catering	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.	School kitchen has been closed over the Christmas period	M	Liaise with catering team re availability to work. Re-open kitchen to provide hot or cold meals for children.	04/01/2022	L
		Food being served is open and at risk of contamination	M	Adhere to H&S at work for kitchens. Children can bring in their own packed lunch which is stored in designated area		L
		Catering staff cannot ensure a 2m social distance when serving food	H	Set specific protocols for social distancing and mask wearing		L
	Arrangements for the continued provision of FSMs for eligible children not attending school due to self-isolation are in place.	Edenred system is not working and families do not receive their FSM voucher	M	School kitchen to continue to provide packed lunches for collection.	04/01/2022	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.	Children enter the hall at the same time as other children Lunch tables and equipment are cross contaminated and not cleaned appropriately	M	Staggered lunchtimes are in place.	04/01/2022	L
			H	Children asked to bring a snack in to school If deemed necessary, fruit will be served at break time on a tray – children will be more hungry than normal		L
Arrangements for food deliveries in place	Food deliveries happen during school hours	M	Food deliveries are made to the kitchen door and out of normal school hours	04/01/2022	L	

PPE	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	Supplies of PPE are low	H	Supplies of PPE are purchased in advance of schools opening. Each class base has a set of PPE, the photocopy room has a set in case of CYP needing isolation. Office holds spare packs Inform LA if PPE stocks are low	04/01/2022	L L
	Approach to face coverings follows government guidance at all times.	No provision for face coverings with non-adherence by staff.	L	All staff given clear protocols of face covering use along with personal face coverings provided by the school – must adhere to government guidance.	04/01/2022	L
Response to suspected/ confirmed case of COVID19 in school	Approach to confirmed COVID19 cases in place: during school day <ul style="list-style-type: none"> Which staff member/s should be informed/ take action Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated Cleaning procedure in place Arrangements for informing parent community in place 	Staff are not aware of approach of confirmed COVID19 cases	M	First Aider to be informed of case by a member of staff from the classroom hub. Individual taken to designated area outside class to be isolated. Windows open to allow for ventilation Inform parents, ask them to take the child for testing. Inform rest of the school community via Parent mail Follow contact tracing guidance	04/01/2022	L L L
	Approach to confirmed COVID19 cases in place: outside of school hours <ul style="list-style-type: none"> Approach to relocating CYP away from certain parts of the school to clean, if possible Cleaning procedure in place Arrangements for informing parent community in place 	Parents are unaware of the approach	M	Communicate with parents the approach if a COVID19 case in confirmed outside of school – CYP isolate for 7 days, inform parent community	04/01/2022	L
Test, Track, Trace	Process in place to engage with the Test and Trace and contract tracing process. Refer to ECC and public health guidance for more information.	Staff unwilling to engage and not adhere	M	Refer to HR and clarify impact on colleagues and children	04/01/2022	L

Pupil Re-orientation	Approach and expectations around school uniform determined and communicated with parents.	Children not presenting with uniform due to monetary constraints and as such cannot afford	L	Children to come to school in their uniform as standard Ensure parents know clothing expectations – support as appropriate	04/01/2022	L L
	Return to traditional school organisation - day/timetables shared with parents.	Changes to the school day/ timetables are not clear	M	Letter to parents detailing changes to timetable and school day Website updated with changes	04/01/2022	L L
	All students instructed to bring a water bottle each day. Water fountains not in use or strict social distancing and cleaning arrangements in place.	CYP do not have their own water bottle	M	Provide CYP who do not have a water bottle with a named school bottle. Water bottles to be taken home daily Water bottles to be kept on children's desks. Water fountains marked off so they can't be used	04/01/2022	L L
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.	Children struggle with the return to school and their mental health has suffered during lockdown	H	Bereavement support in place and resources shared Recovery curriculum in place CYP wellbeing, mental health discussed weekly during Friday meetings PSW to provide support from a social distance Continue to share achievements of school newsletter and display in hall/ classrooms	04/01/2022	M
	Re-orientation support for new starters is developed.	New starters are not given support to aid their transition to secondary school	L	Contact made with schools and parents to ensure handover of pupil records/ conversations about pupils successes	04/01/2022	L
	Consideration of the impact of COVID19 on families and whether any additional support may be required: <ul style="list-style-type: none"> ● Financial ● Increased FSM eligibility ● Referrals to social care and other support ● PPG/ vulnerable groups 	Families have been negatively impacted by COVID19 Records on CP files will not be accessed easily	M M	Provide families with details on how to access financial support including FSM eligibility. Continue to record concerns on CP records and refer to social care/ other support – school nurse where needed. Continue to monitor safeguarding procedures HT to contact PPG/ vulnerable families weekly – as required	04/01/2022	L

Remote education contingency	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.	Pupils do not have adequate access to technology	H	Offer families in need laptops that they can borrow from school (signed agreement in place)	04/01/2022	L
	Technology support in place. DFE laptop allocation utilised for contingency purposes.	Children needs to self-isolate because of a positive case of COVID19.	H	Continue with current home leaning offer for pupils with increased signposting to Oak Academy/ BBC Bitesize		L
		Teachers wellbeing is affected by not having sufficient time to set home learning tasks	M	Remote learning contingency available and ready to be 'switched-on' when needed.		L
Safeguarding	Consideration given to any CYP who may need support with their return to school and consultation has been undertaken with the family and other agencies involved.	CYP previously deemed to be safer at home and family are anxious about returning to school.	M	Review the CYP's risk assessment to identify any support or arrangements needed for their return to school.	04/01/2022	L
	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	Staff are unaware of procedures, particularly as they haven't been in school for some time	M	Staff refresher training session on processes and procedures and the revised wellbeing material. Review of safeguarding procedures All staff to have access to safeguarding documentation over the summer	04/01/2022	L L
	Updated Child Protection Policy in place (December 2021)	Child Protection Policy doesn't reflect current situation	M	Adopted most recent Child Protection Policy	04/01/2022	L
	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP to return to school.	Support hasn't been able to take place due to social distancing	M	School nurse support via telephone. Contact Kids Inspire/ Young Carers to see changes to their procedures	04/01/2022	L
	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.	Protective measures not in place for individual children	M	Review individual consistent management plans to ensure they include protective measures.	04/01/2022	L
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.	Learning Plans do not reflect pupil needs and any specific home learning that has taken place	L	Curriculum in place to focus on well-being, mental health and establishing classroom routines. Catch-up programmes and tutoring in place to meet specific pupil need	04/01/2022	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 ● PE – including activity in the DfE guidance	Some activities are more challenging in order to adhere to social distancing requirements	H	Staff to only undertake activities where social distancing can be adhered to wherever possible. This is harder in the EYFS where every effort must be made. PE/ DT/ practical science lessons will be risk assessed before they are undertaken – risk of sharing resources and lack of social distancing	04/01/2022	L L

	<ul style="list-style-type: none"> Practical science lessons DT/ FT 					
	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> Wellbeing curriculum recognising 'non-curriculum' learning that has been done capturing pupil achievements/ outcomes utilising the DFE 'catch-up' funding and programmes contingency remote learning plan 	Curriculum moves children to more formal learning too quickly and alienates children, not taking account of their past experiences during lockdown	M	Staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support – see CHPS support materials and Recovery Curriculum	04/01/2022	L
	Student behaviour policy reviewed to reflect the current circumstances.	Behaviour Policy doesn't include reference to social distancing	L	Add an addendum to behaviour policy to reflect social distancing procedures	04/01/2022	L
	Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.	Children do not appropriately engage with remote and online learning – putting themselves and others in harms way.	M	E-Safety sessions weekly to further promote safety online, building from school initiative within the Autumn term.	04/01/2022	L
CYP with SEND	Approach to provision of the elements of the EHCP including health/therapies in place	Some children with an EHCP find social distancing challenging, particularly if they do not have a designated adult with them	H	Children with EHCP who will struggle with social distancing will work with their designated adult at all times – adult hours may need to be adjusted to allow that to happen	04/01/2022	L
		EHCP health/ therapies are hard to put in place with social distancing	M	Staff to ascertain the best health/ therapies to support EHCP children		L
	Annual reviews.	Annual reviews don't take place due to social distancing requirements and CYP not being in school	L	Carry out Annual Review meetings with parents, CYP and other agencies virtually using Teams/Google Meet and submit paperwork via email	04/01/2022	L
Requests for assessment considered	Requests for assessment don't take place because CYP are not in school	M	Continues to apply for requests for assessment where necessary	04/01/2022	L	

Attendance	Consider any CYP who may need support with their return to school and consult with the family and other agencies involved. Including any support required for CYP to understand new rules i.e. social distancing.	Engagement with child or family is difficult. Regression of behaviours over lockdown and increased anxiety	M	Clear support programme and involvement of external agencies. Communication and planning with family. Systems in place to support reintegration	04/01/2022	L L
	Approach to promoting and supporting attendance for pupils determined, including those who may be anxious.	Children/ parents may be worried about attending school again	H	Provide details of plans in place to reduce risks to CYP and staff. Provide support with anxiety and comfort where it is needed	04/01/2022	L L
	Approach to support for parents where rates of persistent absence are high.	Parents may be unwilling to send CYP to school	M	Provide details of plans in place to reduce risks to CYP and staff. Phone those families with persistent attendance to talk them through the return to school	04/01/2022	L L
Communication	Information shared with staff regarding return following break, including amendments to usual working patterns/practices and groups.	Staff are not attending school before it opens due to isolation or health concerns	M	Share all plans with staff via email. Consider setting up a whole staff meeting via Google meet to discuss protocols	04/01/2022	L
	Governors consulted on full opening plans.	Governors unaware of plans to reopen school	L	Initial plans shared with governors 03/01/21 via email and governor portal. Subsequent plans and risk assessment updated and shared as required. Governors provided with the opportunity to ask questions – include Clerk in correspondence	04/01/2022	L
	Union representatives informed of full opening plans.	Unions raise concerns and adaptations expected	L	Reflect on guidance from DfE and ECC – ensure all aspects achieved	04/01/2022	L
	Updated risk Assessment published on website.	Website shuts down, docs cannot be opened	L	Reference to office for access to documents. Contact website provider	04/01/2022	L
	Communications with parents: <ul style="list-style-type: none"> ● Plan for full opening ● Social distancing plan ● Wellbeing/ pastoral support/ ● Support of home learning ● Attendance ● Uniform ● Behaviour ● Test and trace ● Staggered start and end times ● Expectations when in school and at home (if self-isolating is necessary) <ul style="list-style-type: none"> ● Contingency plans 	Parents do not receive communication because they don't use Parent mail Expectations are not adhered to following cost implications, shielding, choice	M	Post paper copies of any correspondence to families we know don't use Parent mail Include plans on weekly newsletter and website Address all issues on a case by case basis, support where necessary	04/01/2022	L L L

	<p>Pupil communications around:</p> <ul style="list-style-type: none"> • Changes to timetable • Social distancing arrangements • Staggered start times • Expectations when in school and at home (if self-isolating is necessary) • Travelling to and from school safely 	Pupils are not aware of plans/ changes that have been made	M	<p>During weekly Google meets with specific year group, share any changes that will be in place when that year group returns.</p> <p>Send pictures to children via Parent mail of their rearranged classrooms so it is not a surprise to them</p>	04/01/2022	L
	On-going regular communication plans determined to ensure parents are kept well-informed	Plans are not clearly communicated with parents	L	Letters, website updates, social media	04/01/2022	L
Governors/ Governance	Meetings and decisions that need to be taken prioritised.	Meetings are not held due to social distancing requirements	M	Virtual governing body meetings	04/01/2022	L
	Governors have oversight of full re-opening plans and risk assessments. Approach to communication between Leaders and governors is clear and understood.	Governors are not aware of plans for opening of the school	L	Share plans with governors including DfE guidance	04/01/2022	L
	Governors prepared for start of school year (clerking, etc).	Governors prioritise timetable of meetings	L	Guidance from Clerk and CoG on plan to reinstate meetings	04/01/2022	L
School events, including trips	The school's annual calendar of events reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.	Trips/ Events take place before lockdown is eased by the government	M	Refer to DfE advice on when trips/ events can take place. Keep everything cancelled for the immediate future	04/01/2022	L
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.	Costs incurred are not recorded so can't be refunded	L	List of any additional costs is kept by SBM and clearly documented	04/01/2022	L
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM	Costs incurred are not recorded so can't be refunded	L	<p>List of any additional costs is kept by SBM and clearly documented.</p> <p>Staff know to speak to Kim Farren if they believe they have incurred additional costs (including phone calls)</p>	04/01/2022	L
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	Financial records are not kept current	L	All loss of income is recorded.	04/01/2022	L

	Insurance claims, including visits/trips booked previously.	Claims are not made due to poor record keeping	M	Make claims for cancelled trips/ visits in line with organisations cancellation policy. Refer to Parent mail refund policy	04/01/2022	L
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering 	N/A as those services are all provided 'in house'		n/a		
	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.	Inability to engage and liaise. Online meetings ineffectual for need	L	Continued partnership with Terling, Witham Collaborative, NSS, ITT, Rayleigh Trust	04/01/2022	L
Before and after school clubs	Approach in place for before/after school clubs implements the necessary protective measures.	Social distancing limits offer and cannot be delivered	M	Limited offer with outdoor clubs and increased staffing supervision in place.	04/01/2022	L
Testing	Test kits are securely stored and distributed to staff	Test not stored securely or not pasted to staff as appropriate	L	Securely stored with designated lead. Checklist of test allocation and distribution	04/01/2022	L
	Staff and students (secondary) are aware of how to safely take and process the test. Shared the following : <ul style="list-style-type: none"> • NHS instruction leaflet • Training video and online resources on the document sharing platform • Contact details if queries • Process for reporting incidents 	Staff not aware of the process and inappropriately administer the test.	L	All documentation, guidance and information video shared with staff and signposted regularly	04/01/2022	L
	Staff are aware of how to report their test results to school and to NHS Test and Trace.	Staff not aware and do not report results	L	Protocols and checks in place to secure appropriate procedures	04/01/2022	L
	Staff are aware of how to report any incidents both clinical and non-clinical.	Staff unaware of the process to report incidents	L	Protocols and checks in place to secure appropriate procedures	04/01/2022	L
	Process in place to monitor and replenish test supplies	Process incoherent and not adhered to	L	Protocols and checks in place to secure appropriate procedures	04/01/2022	L