

# COVID19: Full Opening from March Risk Assessment and Action Plan

**SCHOOL NAME:** Ashdon Primary School

**OWNER:** Essex County Council / Headteacher: Simon Rance

**DATE:** 5/3/2021

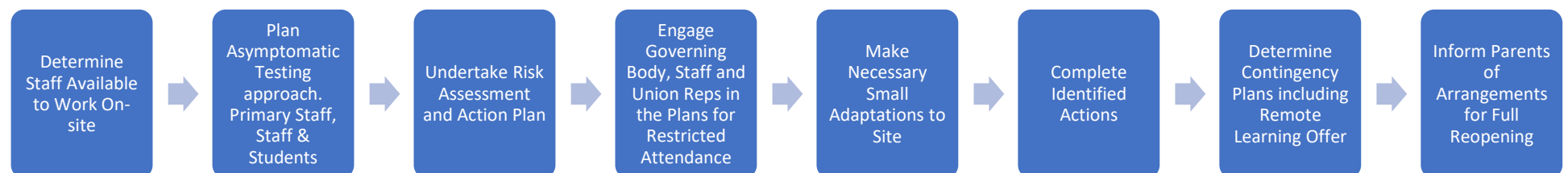
## Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to respond to restricted attendance at the school during the latest national lockdown period (from January 2021) 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 (Feb '21)
- CYP Response Plan (Jan '21)
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

## Steps of Re-opening Preparation:



## Risk Assessment/ Action Plan Sections:

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Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<b>Engagement in Risk Assessment and Planning</b>	Staff and governors emailed directly the risk assessment and guidance concerning the opening of the school in January 2021.	<i>Staff are not aware of risk assessment and arrangements in plan.</i>	<i>M</i>	<i>Risk assessment shared with staff and governors, together with staff guidance and parent letter.</i>	<i>11/1/20</i>	<i>L</i>
<b>Site Arrangements</b>	Office spaces re-designed to allow office-based staff to work safely (consider remote working).	<i>N/A</i>	<i>L</i>	<i>N/A - Office staff desks allow enough space if between workstations. Staff have chosen to remain on site.</i>	<i>11/1/20</i>	<i>L</i>
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	<i>Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.</i>	<i>M</i>	<i>One family in front entrance lobby at a time. Signage in place.</i>	<i>1/6/20</i>	<i>L</i>
	Consideration given to premises lettings and approach in place.	<i>Lettings may take place after cleaners have finished their cleaning, so children and surfaces would not be clean the next day.</i>	<i>M</i>	<i>No lettings for the remainder of 2020.</i>	<i>1/6/20</i>	<i>L</i>
	Consideration given to the arrangements for any deliveries.	<i>Delivery drivers may not observe social distancing guidance, or they may be required to keep their distance from recipients of packages.</i>	<i>M</i>	<i>Items to be left in front entrance lobby. Collected by staff once delivery driver leaves site. Staff clean hands once they have handled any packaging.</i>	<i>1/6/20</i>	<i>L</i>

<p><b>Emergency Evacuations</b></p>	<p>Evacuation routes are confirmed, and signage accurately reflects these.  <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i></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><i>Current evacuation routes could cause multiple groups/bubbles of people to come into contact. More appropriate alternatives may be required.</i></p> <p>N/A</p> <p>N/A</p>	<p>M</p>	<p><i>As only 3 groups, each will take 3 different routes out of their respective classrooms to the assembly point.</i></p> <p><i>Line up socially distancing between each pupil.</i></p> <p><i>Practise a fire drill during autumn term.</i></p>	<p>1/6/20</p>	<p>L</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><i>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</i></p> <p><i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</i></p>	<p>Ongoing.</p>	

	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	<i>2.5 hours a day of cleaning from Click Clean.</i>		<i>Daily cleaning of all areas used by children.</i>	<i>Ongoing.</i>	
	Adequate cleaning supplies and facilities around the school are in place.  Arrangements for longer-term continual supplies are also in place.	<i>Limited supplies of paper towels, tissues, disinfectant wipes and sprays.</i>  <i>No hand sanitiser for visitors to reception.</i>  <i>Classrooms do not have tissues.</i>	<i>M</i>	<i>Click Clean responsible for general cleaning supplies.</i>  <i>Office staff to order paper towels, soap, hand sanitiser, tissues, disinfectant wipes and sprays. Regular stock check.</i>  <i>Hand sanitiser available at the school entrance.</i>  <i>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach.</i>  <i>Use paper towels instead of towel rolls to dry hands in pupil and staff toilets.</i>	<i>Ongoing.</i>	<i>L</i>
	Sufficient time is available for the enhanced cleaning regime to take place.	<i>Staff are present whilst cleaning firm are present trying to clean the premises.</i>	<i>L</i>	<i>All staff to leave site before 6pm each day.</i>	<i>18/5/20</i>	<i>L</i>
	Waste disposal process in place for potentially contaminated waste.	<i>Currently there are not separate containers to</i>	<i>M</i>	<i>Waste bags and containers - kept closed and stored separately</i>	<i>Ongoing.</i>	<i>L</i>

		<i>dispose of contaminated waste.</i>		<i>from communal waste for 72 hours.</i>  <i>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</i>  <i>Hazardous waste collection organised.</i>		
	Process in place for safe removal and/or disposal of face masks.	<i>Children or adults handle face masks inappropriately.</i>  <i>Used face masks are not disposed correctly.</i>	M	<i>Children and adults shared World Health Organisation video on how to correctly put on/remove face masks. Bagged and disposed in communal waste 72 hours after.</i>	Ongoing	L
<b>Classrooms</b>	Classrooms have been re/arranged to allow as much space between individuals as practical.	<i>Normal desk arrangements mean that children would be sat in close proximity to one another.</i>	L	<i>Class desks have been arranged so that they are facing forwards where possible.</i>	1/9/20	L
	Classroom entry and exit routes have been determined and appropriate signage in place.	<i>Too many pupils may be using the same entry points to a room to allow for social distancing.</i>	L	<i>Usual entrances and exits to be used. Doors to be pinned back where possible to avoid using handles.</i>	1/9/20	L

	<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment or stationery should be limited to the bubble. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance]. Non-essential equipment or 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>	<p><i>Inappropriate sized equipment for smaller children in Class 3.</i></p> <p><i>Soft toys, cushions and beanbags in classroom not easily washable.</i></p> <p><i>Limited COVID19 information posters currently in place.</i></p>	<p>L</p> <p>M</p> <p>L</p>	<p><i>Each child to be allocated their own resources to use. No need to share resources with other classes, except specific equipment, e.g. laptops – these will be cleaned between uses.</i></p> <p><i>Remove soft furnishings, where possible, from Class 2, Class 3 and Class 4.</i></p> <p><i>e-Bug posters displayed:</i></p> <p><i><u>Horrid hands</u></i></p> <p><i><u>Super sneezes</u></i></p> <p><i><u>Hand hygiene</u></i></p> <p><i><u>Respiratory hygiene</u></i></p> <p><i><u>Microbe mania</u></i></p>	<p>1/6/20</p>	<p>L</p> <p>L</p> <p>L</p>
	<p>Furniture arranged to minimise contact as much as possible, e.g. desks side by side, facing front, where age appropriate.</p>	<p><i>Normal desk arrangements mean that children would be sat in close proximity to one another.</i></p>	<p>L</p>	<p><i>Class desks have been arranged so that they are facing forwards where possible.</i></p>	<p>1/9/20</p>	<p>L</p>
<p><b>Staffing</b></p>	<p>Staffing numbers required for full re-opening have been determined including support staff such as facilities, IT, midday and office/admin staff.</p>	<p><i>Absent staff may require temporary cover to allow the school to operate on a full-time basis.</i></p>	<p>H</p>	<p><i>School to use supply staff where necessary.</i></p>	<p>5/3/21</p>	<p>M</p>
	<p>Approach to staff absence reporting and recording in place. All staff aware.</p>	<p><i>Staff do not notify colleagues of symptoms of COVID-19.</i></p>	<p>M</p>	<p><i>Normal procedures apply. Staff must notify if they have symptoms of COVID-19.</i></p>	<p>1/6/20</p>	<p>L</p>

	Risk assessments in place for those staff who we are shielding, (clinically extremely vulnerable), and appropriate arrangements for mitigating risk are identified.	<i>Staff are worried about returning to work. Arrangements are not put in place to mitigate risks.</i>	<i>M</i>	<i>Individual risk assessments carried out for staff who self-isolated the previous academic year.  Re-evaluate as required.</i>	<i>4/9/20, revised Jan 2021.</i>	<i>L</i>
	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.	<i>Not enough staff to maintain the 2 distinct groupings / bubbles.</i>	<i>H</i>	<i>Cover to be provided by colleagues initially.  Supply cover used where necessary.</i>	<i>Ongoing</i>	<i>M</i>
	Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable (e.g. no ties).	<i>Staff have been wearing casual clothes during the childcare only phase of the school 'closure'.</i>	<i>L</i>	<i>Staff to wear usual work clothes, not casual from 1/6/20.  Do not wear garments or jewellery that may dangle near a child's face.</i>	<i>1/6/20</i>	<i>L</i>
	Approaches for meetings and staff training in place.	<i>Staffroom is very small, not able to socially distance.</i>	<i>M</i>	<i>Staff meetings will still be held but in Class 4.</i>	<i>1/6/20</i>	<i>L</i>
	Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision agreed and communicated.	<i>Pupils who have to self-isolate during term time miss education whilst at home.</i>	<i>L</i>	<i>All class teachers still responsible for producing home learning resources for absent pupils.</i>	<i>5/3/21</i>	<i>L</i>



	<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><i>Staff may have to work with children that they would not normally teach/support.</i></p>	<p>L</p>	<p><i>It is the class teacher's responsibility to plan the work.</i></p>	<p>1/6/20</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><i>Staff do not access services available to them, as they are unaware they exist.</i></p>	<p>M</p>	<p><i>Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service</i>  <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>  <i>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements</i></p>	<p>1/6/20</p>	
	<p>Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.</p> <p>Process in place for the use of the limited number of self-testing kits.</p>	<p><i>Home testing kits are out of stock.</i>  <i>Testing stations may be significantly far from where staff live.</i></p>	<p>M</p>	<p><i>DfE send the school testing kits to be used by staff.</i>  <i>School to follow PHE guidance when administering tests and using the Track and Trace system.</i></p>	<p><i>Twice weekly testing in place since February 2021.</i></p>	<p>M</p>

	The approach for inducting new starters has been reviewed and updated in line with current situation.	<i>N/A – no new staff at this time.</i>		<i>N/A</i>		
	Return to school procedures are clear for all staff.	<i>Staff unsure of their role and how the school will be organised.</i>	<i>M</i>	<i>Staff issued with guidance pack.</i>	<i>22/7/20</i>	<i>L</i>
	Arrangements to return any furloughed staff in place.	<i>N/A – No school staff furloughed.</i>		<i>N/A</i>		
	Any staff contracts that need to be issued, extended or amended considering the current situation have been.	<i>Revised contracts for September 2020 need issuing.</i>	<i>M</i>	<i>All changes to contracts have been completed and issued to staff</i>	<i>22/7/20</i>	<i>L</i>
	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.	<i>Redundancy procedures are not finalised.</i>	<i>M</i>	<i>Redundancy process completed.</i>	<i>22/7/20</i>	<i>L</i>
	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.	<i>Potential work - contractors may be onsite, either during or outside school hours.</i>	<i>M</i>	<i>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</i>  <i>Masks or face shields worn in building where possible.</i>	<i>Ongoing</i>	<i>L</i>
	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.	<i>External teachers are not aware of school protocols.</i>	<i>L</i>	<i>Share school guidance on protocols and expectations of adults working with the children with Owen P and Sarah C.</i>	<i>1/9/20</i>	<i>L</i>

<b>Group Sizes</b>	<p>Eligible children and young people 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.</p> <p>All children are included in distinct groups/ 'bubbles' that do not mix and the number of children in each bubble is as small as possible.</p>	<p><i>If all children mix and there is a positive case of COVID-19, then the whole school would have to self-isolate.</i></p> <p><i>Not enough staff to supervise groups/ bubbles if split in more than 2 ways.</i></p>	M	<p><i>No whole school activities, such as assemblies or lunch together – separate wherever possible.</i></p> <p><i>2 bubbles: Year R -2 and Year 3 – 6.</i></p>	1/9/20	L
	<p>Staffing allocations to groups determined, minimising contact with multiple groups as much as possible.</p>	<p><i>Staff work across groups / bubbles which increases risk of transmission to whole school.</i></p>	M	<p><i>Most staff will work with just one group / bubble all the time. Where required, e.g. PPA release, then a member of staff will work across different groups / bubbles within the school.</i></p>	1/9/20	M
<b>Social Distancing</b>	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> <li>• Staggered school drop off/pick up times and locations (if possible) without reducing teaching time</li> <li>• Staggered or limited amounts of moving</li> </ul>	<p><i>Pupils and parent congregate in the usual drop off /collection places and times and are unable to socially distance as a result.</i></p>	M	<p><i>Separate arrival and departure times and drop-off and collection in different zones of the school.</i></p> <p><i>Class desks have been arranged so each pupil sits forward, where possible. They use the</i></p>	1/6/20	L

	<p>around the school/ corridors</p> <ul style="list-style-type: none"> <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><i>same desk all day, every day.</i></p> <p><i>Group remains in class base all day, except for breaks, lunch, PE and Computing.</i></p> <p><i>Break times and lunch times are staggered and pupils will be kept away from other groups / bubbles of pupils.</i></p> <p><i>1 person allowed to go to the toilet at a time.</i></p>		
	<p>Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.</p>	<p><i>Pupils congregating in particular zones within the school.</i></p>	<p><i>M</i></p>	<p><i>Separate arrival and departure times through different entrances.</i></p>	<p><i>1/6/20</i></p>	<p><i>L</i></p>
	<p>Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.</p>	<p><i>Pupil refuses to comply with new arrangements.</i></p>	<p><i>L (based on our pupils)</i></p>	<p><i>Handwashing and cleaning (if needed).</i></p> <p><i>Conversations with parents.</i></p> <p><i>Isolation to separate room and reintegrate with group when ready.</i></p> <p><i>Risks assessments and individualised approach in place for students who might struggle to follow expectations</i></p>	<p><i>1/6/20</i></p>	<p><i>L</i></p>

	Approach to assemblies – if still occurring, plan in place to manage social distancing.	<i>Currently assemblies that bring all children together in the same room are cancelled.</i>	<i>M</i>	<i>Assemblies to take place in their bubbles or via virtual meetings, such as Zoom.</i>	<i>4/9/20</i>	<i>L</i>
	Social distancing plans communicated with parents, including approach to breaches.	<i>Parents unaware of approaches taken by the school and may decide not to send their child.</i>	<i>L</i>	<i>As part of the pack of information sent to parents.</i>	<i>18/5/20 and July 2020</i>	<i>L</i>
	Arrangements in place for the use of the playground, including equipment. NB: outdoor equipment should not be used unless it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.	<i>Different pupils use equipment without it being cleaned in between uses.</i>  <i>Not enough staff and cleaning materials to clean regularly large outdoor equipment.</i>	<i>M</i>	<i>No use of the outdoor gym equipment or the trim trail during either break time or lunch times.</i>  <i>Any equipment used, e.g. balls, must be wiped with disinfectant after each use.</i>	<i>1/6/20</i>	<i>L</i>
<b>Transport</b>	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.	<i>N/A – pupils don't take public transport.</i>	<i>L</i>	<i>Parents providing own transport where required.</i>	<i>1/6/20</i>	<i>L</i>
	Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible.	<i>Children mix groups/ bubbles.</i>  <i>Children touch surfaces that have the COVID-19 virus on.</i>	<i>M</i>	<i>Hadstock bus to seat children in bus in bubbles where possible. Use hand sanitiser on/off the bus.</i>	<i>4/9/20</i>	<i>L</i>

	Support in place for CYP who have no alternative to access public transport safely, adhering to social distancing protocols where possible.	N/A				
	Arrangements in place with transport providers to support any staggered start/end times.	<i>N/A – only one bus, so one journey.</i>				
	Children and young people reminded to wear face coverings on public and school transport	<i>N/A – age of children below that required for face mask use.</i>				
<b>Catering</b>	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.	<i>School kitchen has been open since 1<sup>st</sup> June.  1 member of catering staff was shielding, but has subsequently returned to work.</i>	<i>M</i>	<i>Kitchen runs normal provision.</i>	<i>4/9/20</i>	<i>L</i>
	Arrangements for the continued provision of FSMs for eligible children not attending school due to shielding or self-isolation are in place.	<i>Parents do not have enough money to feed their children.</i>	<i>L</i>	<i>Use Wonde voucher scheme, until national scheme is in place.</i>	<i>11/1/21</i>	<i>L</i>
	Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other groups.	<i>Not enough space within the hall for all pupils attending to socially distance.</i>	<i>H</i>	<i>Children will eat in 2 different locations – Class 3 and Class 2 in the school hall. Class 1 in their classroom Pupils will have a staggered lunch hour.</i>	<i>4/9/20</i>	<i>L</i>

	Arrangements for food deliveries are in place.	<i>School cook is unable to provide meals to those attending school.</i>	<i>L</i>	<i>Delivery firms continue as normal. Menu adjusted to minimise food wastage/ordering.</i>	<i>11/1/21</i>	<i>L</i>
<b>PPE</b>	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	<i>Not enough PPE available.</i>	<i>H</i>	<i>Surgical fluid-resistant face masks, gowns and disposable gloves are available in staffroom.</i>	<i>4/9/20</i>	<i>L</i>
	Approach to face coverings updated to include outside the classroom only for primary staff.	<i>Staff are unable to maintain social distancing in parts of the school building, other than the classroom.</i>  <i>Staff not confident to work within the school environment.</i>	<i>M</i>	<i>Areas identified where mask/face shields are required if more than 2 adults are present:</i> <i>Corridors</i> <i>Staff room</i> <i>School office (3 people)</i> <i>Staff toilets</i> <i>Willow Room</i> <i>Kitchen</i> <i>Headteacher office</i> <i>Meeting room</i>  <i>Staff allowed to wear PPE in classroom as long as it doesn't affect their ability to carry out their role effectively.</i>	<i>5/3/21</i>	<i>L</i>
<b>Response to suspected/ confirmed case of COVID19 in school</b>	Approach to confirmed COVID19 cases in place: during school day <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</li> </ul>	<i>Not the appropriate PPE available.</i> <i>Not enough staff available working directly with the group when the pupil falls ill.</i> <i>Rooms not identified for isolation.</i>	<i>H</i>	<i>The IT Suite or Willow Room identified as spaces to isolate the pupil whilst awaiting collection.</i>	<i>4/9/20</i>	<i>L</i>

	<p>displaying symptoms during the school day and needs to be isolated</p> <ul style="list-style-type: none"> <li>• Cleaning procedure in place</li> <li>• Arrangements for informing parent community in place</li> </ul>	<p><i>Parents the only emergency contact who can be used to collect child.</i></p>		<p><i>Staff member to wear PPE.</i></p> <p><i>If incident in the afternoon and the group does not have a TA present, then a TA from another group must be used (wearing PPE before they arrive).</i></p> <p><i>TA in PPE disinfects areas, equipment used by pupil once pupil is collected.</i></p>		
	<p>Approach to confirmed COVID19 cases in place: outside of school hours (within cohort of children/young people learning on-site only)</p> <ul style="list-style-type: none"> <li>• Cleaning procedure on place.</li> <li>• Arrangements for informing parent community in place</li> </ul>	<p><i>Parents do not contact the school to inform us.</i></p>	<p><i>M</i></p>	<p><i>If informed of case outside of school, Headteacher will: Notify staff and families who may have come into contact the individual.</i></p> <p><i>Refuse the return of the child/children until the family has been confirmed symptom free and observed the self-isolation guidance. Cleaning carried out by cleaners on daily basis, but if required sooner, then a member of staff will wear PPE whilst cleaning affect area/s with disinfectant.</i></p>	<p><i>Ongoing</i></p>	<p><i>L</i></p>



	<p>Process in place to engage with the Test and Trace and contract tracing process.  Refer to ECC and public health guidance for more information.</p>	<p><i>People that have come into contact with the person testing positive, may have contracted the virus.</i></p>	<p><i>H</i></p>	<p><i>Work with Public Health England to ascertain which individuals will need to test and potentially self-isolate.</i></p>	<p><i>Ongoing</i></p>	<p><i>M</i></p>
<p><b>Remote Education Plan</b></p>	<p>Contingency plan for remote learning developed should self-isolation or restricted attendance be required.</p>	<p><i>Children do not are not accessing lessons at school.</i></p>	<p><i>M</i></p>	<p><i>Online sessions offer for class/large group absences. If individual – then class teacher to set work and communicate with parents during absence.</i></p>	<p><i>5/3/21</i></p>	<p><i>L</i></p>
	<p>Technology support in place. DfE laptop allocation ordered, for contingency purposes.</p>	<p><i>Not all families have devices or connections to access remote learning.</i></p>	<p><i>M</i></p>	<p><i>Laptops allocated by DfE and ordered and are being used.</i></p>	<p><i>11/1/21</i></p>	<p><i>L</i></p>

<b>Safeguarding</b>	Consideration has been given to identifying pupils who should be prioritised for onsite provision due to their vulnerabilities. Refer to DFE guidance for definition of vulnerable.	<i>Vulnerable children remain at home for the duration of the school closure.</i>	<i>M</i>	<i>Vulnerable children, according to Government criteria – all pupils in school on a daily basis.</i>	<i>Ongoing</i>	<i>M</i>
	Appropriate risk assessments have been undertaken to ensure welfare checks are taking place in accordance with the CYP response plan.	<i>CYP not eligible to be on-site are learning from home, including clinically extremely vulnerable.</i>	<i>M</i>	<i>Daily attendance register for Zoom sessions, class teachers and learning mentor phoning families for welfare check.</i>	<i>Ongoing</i>	<i>L</i>
	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	<i>Staff may have forgotten the correct procedures for dealing with safeguarding incidents whilst the school.</i>	<i>M</i>	<i>Staff refresher training on processes and procedures, together with latest guidance.</i>	<i>3/9/20</i>	<i>L</i>
	Updated Child Protection Policy in place (Feb 2021).	<i>Current Child Protection Policy does not reflect that most children were receiving Home Learning, rather than being in school.</i>	<i>M</i>	<i>Governing Body additional policy via Chair of Governor's emergency action.</i>	<i>11/1/21</i>	<i>L</i>
	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.	<i>N/A</i>	<i>L</i>	<i>No work currently undertaken with outside agencies in relation to safeguarding.</i>	<i>Ongoing</i>	<i>L</i>
	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.	<i>N/A</i>	<i>L</i>	<i>Currently no management plans required, otherwise, review individual consistent management plans to ensure they include protective measures.</i>	<i>Ongoing</i>	<i>L</i>

<p><b>Curriculum / learning environment</b></p>	<p>Current learning plans, revised expectations and required adjustments have been considered.</p> <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</li> </ul> <p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> <li>• Wellbeing curriculum</li> <li>• recognising ‘non-curriculum’ learning that has been done</li> <li>• capturing pupil achievements/ outcomes</li> <li>• utilising the DFE ‘catch-up funding and programmes</li> <li>• contingency remote learning plan</li> </ul>	<p><i>The curriculum to be taught in school will have to take into account that they can’t plan for activities involving physical social interactions.</i></p> <p><i>Curriculum to be taught at home will be limited due to lack of resources and/or social interaction and collaborative work with peers.</i></p>	<p>M</p>	<p><i>Teacher’s planning will have to take into account the desk arrangement in the class, the provision of resources, so they are not shared and limiting social interactions to just verbal.</i></p> <p><i>Teacher’s planning for those children receiving remote education will have to consider the availability of resources and practicality of carrying out tasks set within the home environment.</i></p> <p><i>PE activities should concentrate on activities which improve individual pupil’s skills, that don’t involve them sharing equipment.</i></p> <p><i>Class teachers identify knowledge gaps in English and mathematics and focus on these in their teaching.</i></p> <p><i>Tutors to support disadvantaged children identified via national scheme. Plan of expenditure of additional funding drawn up.</i></p>	<p>Ongoing</p>	<p>L</p>
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	Student behaviour policy reviewed and amended where necessary in line with the current circumstances.	<i>Behaviour policy does not reflect current socially distancing arrangements.</i>	<i>L</i>	<i>Parents, staff and pupils informed about the expectations around behaviour. All existing expectations in the policy will remain (except the issuing of 'Star of the Week' certificates). Pupils warned that if they repeatedly and deliberately breach the social distancing rules they will be isolated before being reintegrated back to their group.</i>	<i>1/6/20</i>	<i>L</i>
	Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.	<i>Children and/or parents are unaware of the dangers online interactions may present. Children's online usage is unsupervised.</i>	<i>M</i>	<i>Parents asked to be present in all online interactions. Support materials for e-Safety shared with parents. Participation in the Safer Internet Day.</i>		<i>L</i>
<b>CYP with SEND</b>	Approach to provision of the elements of the EHCP including health/therapies.	<i>N/A</i>	<i>L</i>	<i>No children currently have an EHCP.</i>	<i>18/5/20</i>	<i>L</i>
	Annual reviews.	<i>Review meetings would usually be held in person, with the class teacher, SENCO, child and parents in attendance. This is not currently possible.</i>	<i>L</i>	<i>No EHCP reviews. One Plan reviews may be able to conducted remotely with parents, either via video chat or over the phone.</i>	<i>Ongoing</i>	<i>L</i>
	Requests for assessment.	<i>Previous appointments booked with Educational Psychologists have been cancelled.</i>	<i>L</i>	<i>SENCO liaising with SEND team to provide remote 'visits' or assessments.</i>	<i>Ongoing</i>	<i>L</i>

	Consider any CYP who may need additional support whilst learning at home and consult with the family and other agencies involved.	<i>Previous appointments booked with Educational Psychologists have been cancelled.</i>	<i>L</i>	<i>Planning meetings each term (via Zoom app), with the Local Authority specialists, identifying appropriate support for children discussed.</i>	<i>Ongoing</i>	<i>L</i>
<b>Attendance</b>	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.	<i>Pupils do not return to school willingly, due to anxiety either about Covid or being back in the classroom after so long at home.</i>	<i>M</i>	<i>Where concerns arise, either via the parents or via staff, our Learning Mentor member of staff will discuss strategies with families and the children themselves.</i>	<i>5/3/21</i>	<i>L</i>
	Approach to support for parents where rates of persistent absence were high before closure.	<i>Pupils continue to have persistent absence on school return.</i>	<i>L</i>	<i>School doesn't currently have any persistent absences – would work with attendance specialist and our own Learning Mentor/ family support member of staff if this was an issue.</i>	<i>5/3/21</i>	<i>L</i>
<b>Communication</b>	Information shared with staff around the full re-opening, including amendments to usual working patterns/practices and groups.	<i>Staff not sure what their options are, and what their role is within the education provide both remotely and on site.</i>	<i>L</i>	<i>Continuation of pre-January 2021 plan – any changes communicated via staff bulletin.</i>	<i>5/3/21</i>	<i>L</i>
	Union representatives informed of restricted attendance plans.	<i>Unions not informed.</i>	<i>L</i>	<i>Teaching and support staff not union member</i>	<i>11/1/21</i>	<i>L</i>
	Updated Risk Assessment published on website.	<i>Wider community is not informed of risk assessment.</i>	<i>L</i>	<i>Updated by headteacher as required.</i>	<i>5/3/21</i>	<i>L</i>

<b>Communication</b>	<p>Communications with parents:</p> <ul style="list-style-type: none"> <li>• Current arrangements for education and welfare checks/safeguarding arrangements.</li> <li>• Social distancing plan</li> <li>• Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning</li> <li>• Attendance</li> <li>• Uniform</li> <li>• Transport</li> <li>• Behaviour</li> <li>• Test and trace</li> <li>• Staggered start and end times</li> <li>• Expectations when in school</li> <li>• Contingency plans</li> </ul> <p>Pupil communications around:</p> <ul style="list-style-type: none"> <li>• Current arrangements for education and welfare checks/safeguarding arrangements.</li> <li>• Changes to timetable</li> <li>• Social distancing arrangements</li> <li>• Staggered start times</li> <li>• Expectations when in school and at home (if self-isolating is necessary)</li> <li>• Travelling to and from school safely</li> </ul>	<p><i>Members of the school community are unsure of protective measures put in place, so they do not implement them correctly.</i></p>	<p>M</p> <p>M</p> <p>M</p>	<p><i>Letters and newsletters to parents sent home on a regular basis.</i></p> <p><i>Staff and governors are issued guidance in addition to the information to be sent to parents and carers.</i></p> <p><i>Class teachers to make sure that pupils are briefed about the adjusted organisation of the school when they arrive at the beginning of term.</i></p>	<p><i>Ongoing.</i></p>	<p>L</p> <p>L</p>
	<p>On-going regular communication plans determined to ensure parents are kept well-informed</p>	<p><i>Parents are unsure of what the school procedures are.</i></p>	<p>L</p>	<p><i>Letters and other information sent directly to parents via email.</i></p>	<p><i>Ongoing</i></p>	<p>L</p>

<b>Governors/ Governance</b>	Meetings and decisions that need to be taken prioritised.	<i>Governors are unable to meet in person.</i>	<i>M</i>	<i>Governors use alternative technology to meet virtually.</i>	<i>Ongoing</i>	<i>L</i>
	Governors have oversight of full re-opening plans and risk assessments.  Approach to communication between leaders and governors is clear and understood.	<i>Governors are unaware of the school's arrangements for children attending school or receiving home learning.</i>	<i>M</i>	<i>Headteacher to share this risk assessment, letters home to parents, information, etc. via email.</i>	<i>Ongoing</i>	<i>L</i>
	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 when these will be reviewed and potentially reinstated.	<i>Not all areas of governance are achievable whilst the school is partially closed.</i>	<i>L</i>	<i>Governors to complete monitoring visits, if appropriate, virtually and not on school site.</i>	<i>Ongoing.</i>	<i>L</i>
	Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. <i>Refer to Headteacher wellbeing materials.</i>	<i>Governors are unaware of the additional demands placed on staff during school lockdown periods.</i>	<i>L</i>	<i>Nominated governor to attend training when available from the Local Authority.</i>	<i>Ongoing.</i>	<i>L</i>
<b>Finance</b>	Additional costs incurred due to COVID19 are understood and clearly documented.	<i>Swimming teachers have been paid but there has been no income from parents.</i>	<i>M</i>	<i>Continue to review the position of paying the swimming teachers, based on HR advice.</i>	<i>Ongoing</i>	<i>M</i>
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM.	<i>We are highly unlikely to meet DfE criteria for claims. The school has used DfE backed Edenred FSM voucher scheme.</i>	<i>M</i>	<i>School must claim for the cost of the Edenred FSM voucher scheme when able to do so.</i>	<i>22/7/20</i>	<i>L</i>

	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	<i>Loss of lettings, due to Rustic and Ashdon Players not being able to perform.</i>	<i>L</i>	<i>No further lettings until at least April 2021.</i>	<i>Ongoing</i>	<i>L</i>
	Insurance claims, including visits/trips booked previously.	<i>No costs incurred from transport or trips booked.</i>	<i>L</i>	<i>N/A</i>	<i>18/5/20</i>	<i>L</i>
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> <li>• Cleaning</li> <li>• IT support</li> <li>• Catering</li> </ul>	<i>Provision needs to be agreed before the end of the summer term otherwise it is not in place.</i>	<i>M</i>	<i>Kitchen Service Level Agreement is signed with Essex Meals. Service Level Agreement with PPA provider signed.</i>	<i>22/7/20</i>	<i>L</i>
	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.	<i>Where CPD has been pre-booked, this may have to be cancelled, which, in some circumstances, may lead to charges.</i>	<i>L</i>	<i>Some courses already cancelled at £0 cost to the school.</i>	<i>Ongoing</i>	<i>L</i>
<b>School events, including trips</b>	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.	<i>Deposits on visits, either for transport and/or for the visit itself could be charged to the school with no voluntary contributions from the parents.</i>	<i>M</i>	<i>All proposed visits and visitors have been cancelled. No parent events, including Sports Day, Leaver's Assembly, etc.</i>  <i>Local visits may take place from September onwards but no overnight stays or trips abroad. Staff to assess procedures to put in place on transport and/or at venue to minimise transmission of COVID-19.</i>	<i>Ongoing</i>	<i>L</i>



<b>Before and after school clubs</b>	Approach in place for before/after school clubs to implement the necessary protective measures.	<i>Children mix across groups and bubbles. Hygiene routines are less strict than school, so more likely to transfer COVID-19.</i>	M	<i>All school clubs, including Breakfast Club and the After-School Club to restart from 8<sup>th</sup> March following Government guidance.</i>	5/3/21	L
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<b>Testing</b>	Test kits are securely stored and distributed to staff.	<i>Unauthorised access to kits, kits tampered with.</i>	L	<i>Test kits stored in Headteacher's locked office.</i>	27/1/21	L
	Staff are aware of how to safely take and process the test. Shared with staff: <ul style="list-style-type: none"> <li>• NHS instruction leaflet</li> <li>• Training video and online resources on the document sharing platform</li> <li>• Contact details if queries</li> <li>• Process for reporting incidents</li> </ul>	<i>Staff unsure if they want to participate in testing due to lack of clarity of what it involves.  Staff are unsure of the steps they need to take, both with regards to the testing procedure and the reporting of the outcomes to both the school and to the Government.</i>	M	<i>Guidance overview written for staff, detailing process specific to our school, based on Government and Essex guidance. Video shared with staff, together with How to Do a Rapid COVID-19 Self-Test leaflet. Privacy Notice shared, staff sign consent.</i>	27/1/21	L
	Staff are aware of how to report their test results to school and to NHS Test and Trace.	<i>Staff do not administer tests correctly – results not accurate. Positive cases not reported.</i>	M	<i>Guidance overview written for staff.</i>	27/1/21	L
	Staff are aware of how to report any incidents both clinical and non-clinical.	<i>Staff do not report clinical and non-clinical incidents.</i>	M	<i>Guidance overview written for staff.</i>	27/1/21	L
	Process in place to monitor and replenish test supplies	<i>School runs out of testing kits</i>	M	<i>DfE yet to confirm reordering process.</i>	27/1/21	M