****

**COVID19: Full Opening Risk Assessment and Action Plan**

**SCHOOL NAME: John Watson School and Wheatley Nursery School**

**OWNER: Stephen Passey**

**DATE: 27 August 2020**

**Purpose of this document:**

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken, and measures put in place to prepare for the full opening of the schools and ensure the schools continue to operate in a safe way.

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

•a requirement that people who are ill stay at home

•robust hand and respiratory hygiene

•enhanced cleaning arrangements

•active engagement with NHS Test and Trace

•formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

**Risk Assessment/ Action Plan Sections:**

[**Engagement** 3](#_1fob9te)

[**Preparing Buildings and Facilities** 3](#_3znysh7)

[**Emergency Evacuations** 4](#_2et92p0)

[**Cleaning and waste disposal** 5](#_tyjcwt)

[**Classrooms** 7](#_3dy6vkm)

[**Staffing** 8](#_1t3h5sf)

[**Group Sizes** 12](#_4d34og8)

[**Social Distancing** 12](#_2s8eyo1)

[**Transport** 14](#_17dp8vu)

[**Catering** 14](#_3rdcrjn)

[**PPE** 15](#_26in1rg)

[**Response to suspected/ confirmed case of COVID19 in school** 15](#_lnxbz9)

[**Pupil Re-orientation** 16](#_35nkun2)

[**Remote Education Contingency Plan** 17](#_1ksv4uv)

[**Safeguarding** 18](#_44sinio)

[**Curriculum / learning environment** 19](#_2jxsxqh)

[**SEND pupils** 20](#_z337ya)

[**Attendance** 21](#_3j2qqm3)

[**Communication** 21](#_1y810tw)

[**Governors/ Governance** 23](#_4i7ojhp)

[**School events, including trips** 23](#_2xcytpi)

[**Finance** 23](#_1ci93xb)

***\*The template below includes examples in grey, these are not exhaustive, and schools should develop this RA to suit their sites on-going requirements informed by the OCC COVID19 schools full opening September 2020 guidance document and GOV.UK guidance-see link at the end of the document.***

***\*The completed RA should be regarded as a ‘working document’ and reviewed regularly (determined by the school) particularly at the start of the new term.***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Theme** | **Control Measures** | **Risk to Implementation and Explanatory Notes** | **Risk LevelPre-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.** | **Maintaining a culture of COVID19 Culture****What people think and do**Users to the building will have different thresholds of risk management and awareness of the risk they are managingGovernment advice is complex and ever changing and some users will find this confusing and will not be uptospeed with latest requirementSBM to sanction which specific posters displayed where | **H** | -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.-Poster reminderskey message reminder terms start by head;weekly briefingsemail updatesquestionnaires etc.-This Risk Assessment to be approved by governors end of August and emailed to all staff and unions on Monday 30th August |  | **M** |
| **Preparing Buildings and Facilities** | **Premises and utilities have been health and safety checked and building is compliant.*** **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**
 | None. Explanatory note:Buildings have been in use during COVID19 Pandemic measures. Checks are carried out by the SBM.Contractors and Holiday club provision across both schools during the summer. The schools do not have CWS(Cold Water Storage)Regular checks have been maintained by The SBM during the summer period.Annual H\_S inspection rescheduled for Sept 2020 | **L** | -Carry out a formal / recorded full pre-opening premises inspection with relevant Governors | August 2020 | ***L*** |
| **Office spaces re-designed to allow office-based staff to work safely.**  | Office does not allow for adequate space between staff members, poor ventilation. The risk of aerosol transmission in schools is not known and will be related to dimension of space, number of people, length of time spent in static area, ventilation; air flow | **H** | -Staff dissuaded from entering the main offices unless work there or exceptional circumstances-Staff work areas re-allocated-Staff desks repositioned. -Staff working from home(exceptional cases only)-Remove photocopier from main office-Office windows opened where possible-Hotdesking to be minimised where happens, in exceptional circumstances, wipe keyboard.-Verbal reminders to staff not to raise voices at the window-headphones for staff to support virtual meetings. | **Sept 2020** | **M** |
| **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 difficult to maintainNote: -One-way system considered but rejected as NOT practicable given behaviours, staffing requirement, journeys -Staggered starts considered rejected as not practicable for JWS due to the overarching need to reduce anxiety of pupils and staff and to maintain safety and order. The school recognises that it has no control over local traffic congestion  | **H** | -Signage and communications verbal and electronic to maintain as much social distancing as is reasonably practicable-Signage in place.-WNS/JWS and other multiple site users have improved separated access to the site.-Significantly enhanced pick up/drop off area- enlarged, well-marked and signage. | Sept 2020 | ***M*** |
| **Consideration given to premises lettings and approach in place.** <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> | This will be reduced and limited in scope to the county’s commissioned after school and holiday provision for JWS- Kids Club. Primary age pupils only on Primary Site Mon and Weds(Secondary provision will be by KIDS at Thomley Hall, Tues and Thurs)No external letting for WNS. | **M** | -Lettings risk assessment:JWS pupils ONLY on site (no pupils from other settings until further notice);-Cleaning of area by KIDS at session end ; and in designated space for daily-clean by regular contract cleaners.  | On going  | ***L*** |
| **Consideration given to the arrangements for any deliveries.** |  | **M** | -No private deliveries accepted.-Main Office (Primary Site)Staff to make robust use of CCTV and front door closed on fob system during day.-Deliveries of equipment overseen by SBM.-Management of pick up /drop off time to avoid deliveries being received.-Concern Reporting system to SLT.-Restricted access beyond lobby areas of both sites. | On going | ***L*** |
| **Emergency Evacuations** | **Evacuation routes are confirmed, and signage accurately reflects these.*****NB IN THE EVENT OF AN EMERGENCY the priority has to be 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 will cause multiple groups to come into contact.  | **M** | -Revised evacuation procedure will reduce contact between WNS and JWS and JWS and other schools.-Evacuation routes for new classrooms to be shared with all staff and children.-Fire drill in September 2020, Shared with other schools on site | On going | ***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)  | NOTE: JWS school has expanded in number and accommodation in recent weeks, some behaviours of children in the space are unclear. Adaptations to cleaning will need to be made if and when the need arises. As there is no capacity to continue with the summer term measures of ‘Sanitiizers’; continual reminders about maintaining decluttered classes and shared spaces and vigilance over high touch areas will be reinforced in teams. Pedal bins allocated to each JWS classroom. No separate waste disposal system required. | **H** | -Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. -Hand towels and handwash are to be checked and replaced as needed by (Amy Wilkinson) and cleaning staff.-Enhanced cleaning regime for toilet facilities, particularly door handles, locks and toilet flush. Equipment left to hand for staff to continue this after their use.-Signage to remind staff of expectation.-All classes and shared spaces have dedicated cleaning stations, sign posted and regularly stocked by class/department staff.  | On going | ***M*** |
| **Cleaning staff capacity is adequate to enable enhanced cleaning regime.** | JWS/WNS has been without a caretaker since January.JWS /WNS has not had a good record of cleaning provision.The current team are generally adequate. The school is relatively easy to clean due to new lay out and uncluttered spaces.Contract cleaners require vigilance from the SBM/ head. | **H** | -The schools’ cleaning budget was doubled in April 2020 on previous year.-Restricted range of messy activities across settings.-Most staff/pupil toilets have been renovated over the last 2 years.-Replaced flooring across JWS setting and active painting and decorating underway on Primary.-Staff feedback will be regularly sought. | On going | ***NB.******breach of cleaning quality is hard to quantify risk******M*** |
| **Adequate cleaning supplies and facilities around the school are in place.** **Arrangements for longer-term continual supplies are also in place.** | Maintaining sufficient hand sanitiser for staff and visitors.Pupils present a risk in each classroom due to their poor standards of personal hygiene and their health and medical needs. | **M** | -Hand sanitiser available at the school entrance.-Waste bins in classrooms.-Disposable tissues in each classroom to implement the ‘catch it, bin it, kill it’ approach-Stock check and ordering schedule reviewed, and order made, managed by the SBM.-Each class has a dedicated cleaning cabinet for spray cloths/ PPE. -Schools have access to LA emergency supplies at cost if necessary | On going | **L** |
| **Sufficient time is available for the enhanced cleaning regime to take place.** |  | **M** | -Contract cleaners are scheduled Mon-Fri from 17:00 onwards; additional deep cleans end of term.-Guidance issued to staff about how to leave school fit for cleaning day end.-All TAs leave site with pupils in their care-All class based staff advised to leave the site by 5:00 (WNS After School Club; KIDS club exception; plus SLT as necessary) | On going | **L** |
| **Waste disposal process in place for potentially contaminated waste.** |  . | **M** | -Robust established systems in place for managing clinical waste through Chiltern Services continue.-Contractors given clear guidance on expectations of how they operate in the building. They enter after hours. | On going | **M** |
| **FACEMASK USE and Process in place for safe removal and/or disposal** | Inconsistency of use in the wider world Mask use kept to a minimumReview waste management will be needed if Government advice changes.Single use masks provide some limited protection to others, only if they are fit for purpose and worn without beinChildren’s individual awareness and group behaviour pertinent as is level of hygiene management. | **H** | -The expectation at time of writing is that Face Masks will be restricted to hygiene procedures and exceptional circumstances, such as a spike in local cases.-The decision about mask wearing resides with the headteacher. Students wishing to wear masks will currently be dissuaded from doing so.-If a staff member requests to wear a mask during non- clinical procedures, then they will be issued single-use masks.and be expected to follow the clear protocols for use.-Written Guidance will be provided to staff about how to manage masks.-Clinical waste will be managed by outside contractors in the same way as other clinical waste. It will not be double bagged unless their is a known case.-Staff will need to be aware that face masks will present additional challenges to how they fulfill their role in class. | On going | *Depends if they become more frequently used in school****M*** |
| **Classrooms** | **Classrooms have been re/arranged to allow as much space between individuals as practical.** | Many pupils will find it impossible to socially distance whilst on site and in communityWNS pupils will NOT be required to socially distanceThe LA continues to make admission requests despite being aware of our accommodation challenges. | **H** | -Classrooms are decluttered.New single tables have been purchased where necessary.-Tables have been arranged to minimise close contact between pupils and adults, whilst paying due regard to maintaining anxiety levels and functionality of the group.This is age and group dependent (Yr R-Yr 14).-Where possible, taking into account age, stage and anxiety levels, pupils will be encouraged to maintain an enhanced level of social distancing compared to pre-COVID19 times.-Outdoor provision will be encouraged where appropriate for WNS and JWS pupils.-Appropriate RAs will be made before any additional admissions after school year commences. |  |  **M** |
| **Classroom entry and exit routes have been determined and appropriate signage in place.** | NOTE: The accommodation provides limited options given its layout. The requirement to get pupils in and out of school speedily due to anxiety management; staffing levels; joint site use; local transport congestion etc. means there are few options for adaptation from our pre-covid procedures. | **H** | -JWS pupils will be called into building singly and collected promptly to avoid congestion in lobby.-Class teams will be regularly reminded that keeping contact between classes to a minimum where possible is desirable, whilst ensuring all pupils are safely supervised and an appropriate curriculum is offered-Classes moving swiftly from A to B will be encouraged to try to reduce mixing in shared indoor spaces.-WNS parents will be managed in order to prevent large groups congregating.  | On going | ***M*** |
| **Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB:**  | Note Where appropriate, items that cannot easily be cleaned have been removed from classrooms.There will be some soft furnishings in some areas, if it is deemed this is the best way to encourage pupils to self- regulate and therefore reduce the need for close physical contact from an adult.. | **M****M****M** | -Sharing of equipment will be minimised by dividing up resources for single class use, where possible.-Some materials will have single use according to material and task etc.-Non-essential equipment or resources, which are not easily washable or wipeable, have been removed where appropriate.-Shared materials and surfaces should be cleaned and disinfected more frequently and before/after the equipment has been used by pupils in a different class. |  | **M****M****M** |
| **Furniture arranged to minimise contact as much as possible**  | In all classes there are pupils with limited independence skills, necessitating group seating.The needs of individuals and groups vary widely across 2-19 age rangeIn all classes children will be in close proximity to one another | **H** | -Desks placed side by side, facing front, where appropriate to group’s needs at JWS, more so at Secondary-More suitable single tables purchased for some JWS secondary groups |  |  ***M*** |
| **Staffing** | **Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.****Including at least one of the following:*** **Paediatric First aider (where children under 3yrs)**
* **Designated Safeguarding Lead (DSL)**
* **SENCO**
* **Caretaker/site member**
* **Office staff member**
 |  | **H** | -All staff will be expected to be in school working their usual contracted hours-Staff in the vulnerable group , with complex health needs, will have individual Risk Assessments | On going | **L** |
| **Approach to staff absence reporting and recording in place. All staff aware.** |  | ***M*** | -Pre COVID19 staff absence management will continue following the absence policy-Staff will be expected to comply with government advice if have symptoms that may indicate COVID19 | *On going* | ***M*** |
| **Risk assessments in place for those staff who were previously working from home due to shielding, (clinically vulnerable and/or living with someone in these groups), and appropriate arrangements for mitigating risk are identified.** | Changing national and Local guidance will need to be followed. | **H** | -Staff who had reasonable adjustments made last term will be required to resume pre-Covid19 working patterns and duties, unless health information supports need for reasonable adjustments.-On going work with HR and OH | In place for Sept start | **M** |
| **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.** | The school anticipates that individual classes may need to close, if critical numbers of staff are not present due to seasonal colds, flu etc. | **H** | -Staff cover will continue largely using pre-Covid19 systems.-Staff have been asked to make requests further in advance to better enable planned cover.-A range of Staff wellbeing measures in place including supervision where appropriate.NB. Sixth Form, (non statutory) may be closed first to support staffing levels | In place for September  |  ***M*** |
| **Consideration given to staff clothing expectations and information shared with staff.**  |  | **M** | School staff are advised to wear clothing that is fit for purpose, and allows for frequent washing. | In place for September  | **L** |
| **Approaches for meetings and staff training in place.** | There will be larger whole site meetings necessitated by health and safeguarding needs at the beginning of term to relay key messages and reinforce the school community after a period of fragmented contact. It is also dependent on peripatetic part time Health as providers for training and so time limited options. | **H** | -The bulk of staff training willtake place in school, peer to peer or small groups, or online-Attendance of training off site will be kept to a minimum-Where possible, training will take place on separate sites-Attendance of meetings off site will be kept to a minimum-The school has invested heavily in chrome books and SLT have iPhones. Staff will continue to make full use of google meet for meetings-Where a face to face meeting is deemed preferable to a phone call ,or face to face meeting, staff will be encouraged to keep 2m distance and to move to spaces where there is good ventilation, including outside- privacy and weather permitting.-Three larger staff working areas across the sites have been created to enable collaborative working between teachers and therapists etc. |  | **M** |
| **Staffing roles and responsibilities with regards to the contingency of remote provision alongside in-school provision agreed and communicated.**  |  lone case anticipated for term startThis may change in the advent of a local lockdown. The school at this time anticipates working as they were in the last half term- with remote sharing of planning and regular phone calls and work packs.On line direct face to face teaching is not anticipated at this time. | **H** | -Risk Assessment in place for this student taught at home | On going |  **M** |
| **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.** | This is NOT anticipated for term start. Will address if and when need arises |  |  |  |  |
| **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*](http://schools.oxfordshire.gov.uk/cms/schoolsnews/guidance-bereavement-and-loss)-For the full range wellbeing measures for staff refer to staff handbook-See School’s Bereavement policy-Levels meetings-Appraisal system-Briefings-Absence policy-An SLT member is always onsite to support- OH and HR support if needed | On going | **M** |
| **Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.** | Use of staffrooms and workrooms by other peripatetic staff eg health needs to be minimised | *M* | -Staff breaks are short and staggered anywayStaff have clear rotas-Multiple places to take breaks and do PPA across sites-Sitting outside in good weather is encouraged ,where appropriate-Staff encouraged to wipe down shared surfaces-Encouragement to bring own packed lunch and lunch box etc. to minimise use of joint cutlery and sink etc-Where possible, disposal of rubbish or cleaning of food containers at home |  | ***L*** |
| **Staff are clear on returning to work guidance.****Process in place for use of the limited number of self-testing kits.** | Staff continue to use guidance and policy from last term | M | -Continue robust systems in place for tracking reasons for absence and management on return[*https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested*](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) |  | L |
| **The approach for inducting new starters has been reviewed and updated in line with current situation.** | Note 3 new staff recruited term end in July, attending INSET beginning of September | **M** | Staff induction will be carried out by SBM / class team leaderSBM to ensure the new induction procedures will include reference to all the current covic guidance  | In place for September | **L** |
| **Return to school procedures are clear for all staff.** |  | **M** | These will be shared on INSET days by SBM | In place for September | **L** |
| **Any staff contracts that need to be issued, extended or amended considering the current situation have been.**  | *Not applicable at time of writing* |  |  |  |  |
| **Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.**  | *Not applicable at time of writing*  |  |  |  |  |
| **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.** |  |  **H** | The SBM to check with the contractor any requirements their employer has specified before visit. The SBM to share school protocols. | *On going* | ***M*** |
| **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> | Music for Autism- liaison to followPets as Therapy liaison to followRachel Cave (peripatetic music) | **M** | The SBM to Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.  | ***On going*** | ***L*** |
| **Group Sizes** | **All children are included in distinct groups/ ‘bubbles’ that do not mix with other groups** | Children will spend the bulk of their day with their class group of 5-10 . However the school recognises this group will mix with other group members across sites in some taxis;they will mix across a same Key Stage for outdoor provision and across both Key Stages for lunch provision in the hall At secondary They will mix across Key Stages for outdoor provision, use of toilets and some shared spaces e.g. hall  | ***H*** | The WNS/JWS social bubble set at the size of an average mainstream secondary year group.With both schools this will grow no more than around 170 Start of year this will be95 JWS +55 across week WNS.Toilet areas and hygiene areas will have restricted access where accommodation allows.SLT and ELT will work with teachers to ensure a safe environment for personal care, included in individual class risk assessments. |  | ***M*** |
| **Staffing allocations to groups determined, minimising contact with multiple groups as much as possible.**  | The curriculum is still restricted but there are points in the day and week which will require staff and pupils mixing for break time, lunch time, drop off and pick up; RDA ; and possibly swimming etc. | **H** | See class list- Allocations due to mix of learning needs of pupils and skill set/experience of class teams etc.Lunches will be eaten in classes where appropriate at JWS secondary.Reminders about regular hand washing and cleaning routines. | The Risk/Reward ratio means that this is acceptable | **M** |
| **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**
 | Given the staffing ratios required staggered school drop off is not possible(Staggered school drop off at Wheatley Primary should lead to less congestion for us) | **H** | The organisation of the schools into zones should reduce movement and interaction between groups in corridors and communal spaces. This will be kept under review.The needs of the groups and the staffing levels required allow for minimal use of these suggested control measures.Toilet arrangements will allow for restricted use according to age etc. Teachers to add to individual class RA.To support staff wellbeing, we rearranged spaces and made larger rooms available for staff to rest. There will be no minibus from KIDS as pupils not transferring sites during COVID restrictions | *On going* | **M** |
| **Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.** | *The schools pre-Covid19 systems minimise this risk* | ***M*** | Careful supervision by staff.Pupils move straight from taxi to classroom.Parents will be encouraged to hand over outside the door and to not enter the premises.prompt reminders to parents/carers about only bringing in one bag. | *On going* | ***L*** |
| **Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.** | This will be treated on an individual basis according to need. | **M** | Conversations with parents.Risks assessments and individualised approach in place for students who might struggle to follow expectations (Class teachers). | *On going* | ***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> | Local information will be important | ***H*** | -Assemblies will be within class groups If on specific exceptional occasions with Risk Assessment in place ( dependent upon local R rate etc.) | *On going* | **M** |
| **Social distancing plans communicated with parents, including approach to breaches.** | Teachers to arrange their classroom furniture taking in consideration social distance measures where possible  | ***M*** | *-* fortnightly newsletters- regular updates on the website-regular communication with parents/carers using parentmail-individual student risk assessments where needed, shared with parents/carers-end of term teachers phone calls home -daily diary entries on Google Classroom |  | ***L*** |
| **Arrangements in place for the use of the playground, including equipment.** | Outdoor play equipment is too bulky to wipe clean after use. It has relatively low touch risk from students given the numbers, distribution and their ability to focus on an activity for a prolonged period. | **H** | -Enhanced safe cleaning process in place for outdoor equipment-Outdoor sand will be restricted to use in school day time only, -(KIDS after school club to be prevented)-Fixed Playground equipment has relatively small numbers accessing and a period from 2:45-10:00 overnight when not in use. Most in full sunlight. | Individual class risk assessments need to include Covid19 risk and social distancing (teachers) | **M** |
| **Transport** | **Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.** | **Not Applicable** |  |  |  |  |
| **Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible.** | **Not Applicable** |  |  |  |  |
| **Support in place for pupils who have no alternative, to access public transport safely, adhering to social distancing protocols where possible.**  | **Not Applicable** |  |  |  |  |
| **Arrangements in place with transport providers to support any agreed staggered start/end time, where reasonably practicable to do so.** | The school considered staggered starts. This is has limited scope given the number of pupils; supervision by staff |  |  |  |  |
| **Catering** | **Arrangements in place to provide food to pupils on site, including the requirement of universal free school meals.** | School kitchens have been closed. | **M** | -WNS to eat packed lunch as usual-Re-open Primary servery to provide hot or cold meals for children. Refer to GOV.UK guidance and link ‘guidance for food businesses’ – see link at the end of the document-Secondary FSM unches to be provided by Wheatley Park and packed lunches by parents in September | *Sept 2020* | **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.** | Note Pre-Covid arrangements: There is always flexibility needed to allow for multiple seating areas for children to manage food tolerance, anxiety, behaviour ; see individual RAs | **H** | -Lunch sitting WNS undecided-Lunch for Primary 11;50-12:30location: HallSee Lunch Detailed seating plan-Lunch Secondary time:class based flexible Students requested to bring sandwiches for September to be reviewed | *Sept 2020* | **M** |
| **PPE** | **PPE requirements understood and appropriate supplies in place.****Long term approach to obtaining adequate PPE supplies in place.** | These arrangements will continue from last termPPE is used for intimate care only | **H** | -guidance on wearing and safe disposal given |  | **L** |
| **Response to suspected/ confirmed case of COVID19 in school** | A**pproach 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**
 | If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.Staff and pupils who have been sent home with symptoms of coronavirus will be instructed to take a test and actively engage with NHS Test and Trace. | **H** | -Person should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.-If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using appropriate cleaning products before being used by anyone else.-PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained -Cleaning guidance to be observed | In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Anyone with Covid 19 symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.If the test is negative the person can return to school/work. However, if they feel unwell, it is best to avoid contact with other people until they feel better. | **M** |
| **Approach to confirmed COVID19 cases in place: outside of school hours** * **Approach to relocating pupil away from certain parts of the school to clean, if possible**
* **Cleaning procedure in place**
* **Arrangements for informing parent community in place**
 | -When a child, young person or staff member develops symptoms compatible with Covid-19, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. -Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.-Where the child, young person or staff member tests positive, the school will work with Public Health England Health Protection Team regarding the actions to be taken with those people who have been in close contact with the person who has tested positive: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools. PHE will provide definitive advice.-Person to be sent home immediately, referring to guidance provided above. | ***H*** | -Follow latest government guidance regarding cleaningPersons in contact with confirmed case should be sent home to self isolate for 14 days in accordance with advice from Public Health England (see guidance provided above)Consider use of Lockdown policy if person refuses to leave site, adapting to ensure Covid 19 risk mitigations are taken. |  | ***M*** |
| **Process in place for all staff to engage with the NHS Test and Trace process.**  |  | ***M*** | *Refer to GOV.UK and public health guidance for more information.* | *See above*  | ***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. | ***UNCHANGED*** |  |  |  |  |
| Changes to the school day/timetables shared with parents. | ***NOT APPLICABLE*** |  |  |  |  |
| All students instructed to bring a **NAMED** water bottle each day.  |  |  |  |  |  |
| 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. | Individual and very frequently used equipment, such as pencils and pens, should not be shared.Pupils should limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationary and mobile phones. Bags are allowed. Resources that are shared between classes, such as sports, art and science equipment should be cleaned frequently and meticulously and always across a site. | **H** | -Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.-Classroom based resources, such as books and educational resources, can be used and shared within the class group; these should be cleaned regularly, along with all frequently touched surfaces.  |  | ***M*** |
| Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place. |  |  | See curriculum planningSee existing Bereavement Policy  |  |  |
| **Consideration of the impact of COVID19 on families and whether any additional support may be required:Increased FSM eligibility*** **Referrals to social care and other support**
* **vulnerable groups**
 | Factors and resources beyond school’s control | **H** | Liaison between SLT, DSL, SWorkers | On going |  |
| **Remote Education Contingency Plan**Note work in progress | **Students have access to remote learning offer is available to be switched on as a contingency when needed.** | Group (s) needs to self-isolate because of a positive case of COVID19. |  | Remote learning contingency revert to summer term approach with phone calls and work packs |  |  |
|  |  |  | Oak provision - Refer to GOV.UK guidance-see link at the end of the document |  |  |
| **Safeguarding** | **Consideration given to any pupils who may need support with their return to school and consultation has been undertaken with the family and other agencies involved.** | *Pupils previously deemed to be safer at home and family are anxious about returning to school.* | *M* | Review the pupil risk assessment to identify any support or arrangements needed for their return to school. | On going  |  |
| **Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.**  |  | *M* | Staff refresher training session on processes and procedures Generalist Safeguarding training Sept INSET | On going | ***L*** |
| **Updated Child Protection Policy in place.** |  |  | Adopted most recent Child Protection Policy | On going |  |
| **Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable pupil to return to school.** |  |  |  | On going |  |
| **Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.**  |  |  | Review individual management plans | On going |  |
| **Curriculum / learning environment** | **Current learning plans, revised expectations and required adjustments have been considered.** |  |  |  |  |  |
| **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/**](https://www.cleapss.org.uk/)
* **DT/ FT** [**https://www.data.org.uk/for-education/primary/**](https://www.data.org.uk/for-education/primary/)
* **Swimming** [**https://www.swimming.org/swimengland/pool-return-guidance-documents/**](https://www.swimming.org/swimengland/pool-return-guidance-documents/)
* **EVC advice guidance states non overnight visits acceptable** [**https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings**](https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings)
 |  The school makes use of the public swimming pools. The changing room facilities are used by members of the public.  | *H* | Avoid any group activities and sports that require pupils to be in close physical contact with each otherWhen weather allows always undertake physical activity outside and adapt timetable to allow for this if necessary.Consider which lessons or classroom activities could take place outdoorsAvoid large gatherings e.g. assemblies with more than one groupOutdoor sports prioritised in preference to indoors sports/PEIndoor sports to take place in large spaces if outdoor sports option is not available.Suspend swimming for September, to fully evaluate management of risk, particularly in relation to the changing rooms and the tendency for pupils to swallow water. |  | *M* |
| Whole school approach to adapting curriculum (S/M/L term), including:* Wellbeing curriculum
* recognising ‘non-curriculum’ learning that has been done
* capturing pupil achievements/ outcomes
* utilising the DFE ‘catch-up’ funding and programmes
 |  |  | Ensure that all adults and children wash their hands more frequently than usual with soap and water for 20 seconds and dry thoroughly. Where a sink is not accessible, provide hand sanitiser in classrooms and other learning environments.-Assist pupils who are less able to wash hands.-Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.-Access rooms directly from outside where possible. |  |  |
| **Student behaviour policy reviewed and reflects the current circumstances.** |  |  | -Staff to update/ follow individual behaviour plans |  |  |
| **SEND provision** | **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**](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#B) |  |  | -Establish effective working practices with peripatetic health professionals, acknowledging the expectations placed on them for wearing PPE etc.-Initial meetings with SLT members in September-MDT scheduled  | *on going* |  |
| **Annual reviews.** |  |  | -Continue with current system that ran summer 2020-Bulk of JWS to be held June-July-WNS 6 monthly reviews- remote meetings |  |  |
| **Attendance** | **Approach to promoting and supporting attendance for allpupils determined, including those who may be anxious.** |  |  | letter of expectation sent to all families in Julyclose work with familiesRefer to GOV.UK guidance |  |  |
| **Approach to support for parents where rates of persistent absence were high before closure.** |  | **H** | bespoke individual family support Share high expectations of attendance across the school communityMonitor attendance weekly |  | **M** |
| **Communication** | **Information shared with staff around the full opening plan, returning to site, amendments to usual working patterns/practices and groups.** |  |  | Refer to GOV.UK guidance-see link at the end of the document |  |  |
| **Governors consulted on full opening plans.** |  |  | on going communication between chair and HeadHealth and Safety governor and chair pre- opening inspection | July- August meetings |  |
| **Union representatives consulted on full opening plans.** |  |  | Share with Union rep, end of August  | On going |  |
| **Risk Assessment published on website**  |  |  |  | From September 3rd |  |
| 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
 |  |  | Letters sent in summer 2020admission packs for new pupilsSee School Website | On going |  |
| Pupil communications around:* 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
 |  |  | At an individual level through class teamsBespoke work with families |  |  |
| On-going regular communication plans determined to ensure parents are kept well-informed |  |  | Letters, website updates, social media |  |  |
| **Governors** | Meetings and decisions that need to be taken are prioritised. |  |  |  |  |  |
| Governors are clear on their role in the planning and full opening of the school, including support to leaders.Approach to communication between Leaders and governors is clear and understood. |  |  |  |  |  |
| Governors prepared for start of school year (clerking, etc). |  |  |  |  |  |
| **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.  |  |  | *Refer to GOV.UK guidance-see link at the end of the document*[Coronavirus: travel guidance for educational settings - GOV.UK](https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings)Day trips to be suspended in September; Sixth Form and other community involvement to be determined | On going |  |
| **Finance** | Additional costs incurred due to COVID19 are understood and clearly documented. |  |  | *Refer to GOV.UK guidance-see link at the end of the document* |  |  |
| 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. |  |  |  |  |  |
| Insurance claims, including visits/trips booked previously. |  |  | None |  |  |
| Reintroduction or re-contracting services, such as:* Cleaning
* IT support
* Catering
 |  |  | No additional actionsince April 2020 |  |  |
| Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc. |  |  | No additional actions |  |  |
| **Before and after school clubs** | Approach in place for before/after school clubs implements the necessary protective measures.  |  |  | Breakfast Club WNS reestablish if and when demand see WWA provisionWindmills Wrap Aroundcontinue current provisionKIDS to offer 2 days on site for Primary<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> |  |  |