

OCC COVID19: Updated November 2021 Risk Assessment and Action Plan

SCHOOL NAME: Stoke Row CofE School

OWNER: Oxfordshire County Council

DATE: 30.8.2021

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken, and measures put in place [for the return to school September 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:

- School specific Health and Safety Policy
- First Aid Policy
- DFE Guidance relating to COVID19 [Guidance for schools: coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](#)
- [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - RIDDOR - HSE](#)
- [The Health Protection \(Notification\) Regulations 2010 \(legislation.gov.uk\)](#)
- Public Health England (PHE) (2017) [Health protection in schools and other childcare facilities - GOV.UK \(www.gov.uk\)](#)

Risk Assessment/ Action Plan Sections:

Engagement in Risk Assessment and Planning	Error! Bookmark not defined.
Site Arrangements	Error! Bookmark not defined.
Emergency Evacuations	Error! Bookmark not defined.
Cleaning and waste disposal	Error! Bookmark not defined.
Classrooms	Error! Bookmark not defined.
Staffing	Error! Bookmark not defined.
Group Sizes	Error! Bookmark not defined.
Social Distancing	Error! Bookmark not defined.
Transport	Error! Bookmark not defined.
Catering	Error! Bookmark not defined.
PPE	Error! Bookmark not defined.
Visors/face coverings	Error! Bookmark not defined.
Response to suspected/ confirmed case of COVID19 in school	Error! Bookmark not defined.
Remote Education Plan	Error! Bookmark not defined.
Safeguarding	Error! Bookmark not defined.
Curriculum / learning environment	Error! Bookmark not defined.
SEND PUPILS	Error! Bookmark not defined.
Attendance	Error! Bookmark not defined.
Communication	Error! Bookmark not defined.
Governors/ Governance	Error! Bookmark not defined.
School events, including trips	Error! Bookmark not defined.
Finance	Error! Bookmark not defined.

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

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Engagement in Risk Assessment and Planning	Risk assessment process fully engages staff, governing board and union representatives. Schools COVID-19 operational guidance - GOV.UK (www.gov.uk) Actions for early years and childcare providers	Staff not understanding	L	Share on Teams	29.11.2021	
Site Arrangements Coronavirus: latest information and advice - HSE news	Review office space(s) to allow staff to continue to work safely.	<i>Office does not allow for adequate space between staff members.</i>	<i>M</i>	<i>Windows and doors open for ventilation and desks position in opposite directions. Desks wiped down between use.</i>	<i>From 2.9.2021</i>	<i>L</i>
	Review access by pupils, staff, visitors and manage as appropriate for the safety of all- based on summer term processes/procedures. What worked/what didn't. Any other physical changes necessary? Maintain one-way system(s), appropriate signage etc	<i>Bottlenecks likely at entrance to school.</i>	<i>M</i>	<i>Children have a 10 min window to arrive at school and go straight to playground. Parents to drop at gate except for Bubble parents who can take their children to the playground Children to be collected from classroom doors to allow parents to distance.</i>	<i>From 11.9.2021</i>	<i>L</i>
	Review premises lettings and best practice approach, as required	<i>Church used as hall is also used for church services and meetings.</i>	<i>M</i>	<i>Church to be cleaned after use with all</i>	<i>From 2.9.2021</i>	<i>L</i>

				<i>frequently touched surfaces wiped.</i>		
	Consideration given to the arrangements for any deliveries.	<i>Too many people onsite</i>	<i>L</i>	<i>Deliveries to be left outside.</i>	<i>From 1..9.2021</i>	<i>L</i>
	Regular communication with Parents/Carers confirming expectations/requirements when on the school site. Appointment only procedure still in place?	<i>Parents not understanding how school is operating</i>	<i>M</i>	<i>No parents in school building without and appointment. Can catch teachers outside at the end of the day or make an appointment for a meeting buy emailing or phoning the office.</i>	<i>29.11.21 Update info by parent mail</i>	<i>L</i>
	Safe Contractor management	<i>Visitors to site</i>	<i>L</i>	<i>Contractors asked to sanitise, wear masks and to discuss work in the open air where possible.</i>		<i>L</i>
Emergency Evacuations	<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.</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>Evacuation routes confirmed as usual.</i></p> <p><i>Staff needing to work from home are current PEEP buddies and so reassignment necessary.</i></p>	<i>M</i>	<p><i>Revised evacuation procedure revisited with staff.</i></p> <p><i>Buddy system updated if staff are absent</i></p> <p><i>Child specific risk assessment updated</i></p> <p><i>Arrange a lockdown drill</i></p>	<i>29.11.21</i>	<i>L</i>

Cleaning and waste disposal	<p>Review enhanced cleaning regime is in place in line with COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)</p>	<p><i>People catching COVIS from surfaces</i></p>	<p>M</p>	<p><i>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</i></p> <p><i>Hand towels and hand wash are to be checked and replaced as needed by Elise and cleaning staff</i></p> <p><i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</i></p>	<p>29.11.21</p>	<p>L</p>
	<p>Cleaning staff capacity is adequate to enable enhanced cleaning regime – any adjustments required?</p>					
	<p>Adequate cleaning supplies and facilities around the school are in place. Any further changes necessary?</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	<p><i>No hand sanitiser for visitors to reception.</i></p> <p><i>Classrooms do not have tissues.</i></p>	<p>M</p>	<p><i>Hand sanitiser and disposable masks available at the school entrance</i></p> <p><i>Lidded bins in classrooms</i></p>	<p>29.11.21</p>	<p>L</p>

		<i>Low supply of soap.</i>		<p><i>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</i></p> <p><i>Stock check and ordering schedule reviewed, and order made.</i></p> <p><i>New posters up and book marks sent home</i></p>		
Sufficient time is available for the enhanced cleaning regime to take place.		<p><i>Cleaning is accidentally missed</i></p> <p><i>In the case of an outbreak staff may need to vacate the school for a deep clean.</i></p>	<i>M</i>	<p><i>Staff to send children in small groups to the toilet and to stop lessons 5 mins early before break and lunch to allow for enhanced cleaning.</i></p> <p><i>Cleaning expectation shared on TEAMS and in staff/TA meeting</i></p> <p><i>Deep clean- staff need to vacate building.</i></p>	<i>29.11.21</i>	<i>L</i>
Waste disposal process in place for potentially contaminated waste, including testing waste.		<i>Staff or child contaminating waste disposal with tissues etc.</i>	<i>M</i>	<p><i>Waste bags and containers – should be handled with gloves.</i></p> <p><i>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</i></p>	<i>1.9.21</i>	<i>L</i>

				No testing on site COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)		
	Process in place for safe removal and/or disposal of face masks (if this is a school requirement).	Face masks are currently not recommended but may be reinstated for staff/visitors in event of an outbreak.	M	Facemasks to be disposed of in lidded bins.	1.9.21	L
	Safe and appropriate storage of large supplies of alcohol gel	Non-alcohol gel used.	L	Chemicals to be stored in metal store.	1.9.21	L
Classrooms	Classrooms allow as much space between individuals as practical.	Children being close	M	Tables spaced out Carbon dioxide monitors shared between classrooms to check ventilation and one permanently in Silver Room	29.11.21	L
	Review classroom entry and exit routes, any further changes required and is appropriate signage in place. Consider lessons learnt from earlier in the year.	Gathering of children	M	Children to enter through door and hand sanitize as they come in	1.9.21	L
	Appropriate resources are available within all classrooms e.g. IT, age specific resources. Review any sharing of equipment as necessary and cleaning measures required	Surface contamination	M L	Laptops to be wiped after use. Other equipment to be washed or wiped regularly.	29.11.21	L L

	<p>Review non-essential equipment or resources which are not easily washable or wipeable.</p> <p>Review information posters which are displayed across the site; at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets, are any changes necessary?</p>	<p><i>Soft toys, cushions and beanbags in classroom are not easily washable.</i></p> <p><i>No COVID19 information posters currently in place. Limited reminders/ awareness for children.</i></p>	<p>M</p> <p>L</p>	<p><i>e-Bug posters displayed:</i></p> <ul style="list-style-type: none"> • <u><i>Horrid hands</i></u> • <u><i>Super sneezes</i></u> • <u><i>Hand hygiene</i></u> <p><i>New posters displayed and book marks went home</i></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>Primary classrooms better used when children can sit in groups</i></p>	<p>M</p>	<ul style="list-style-type: none"> • <i>Children to have one place in the classroom that is always their seat.</i> 	<p>2.9.21</p>	<p>L</p>
	<p>Increased ventilation (where reasonably practicable – cost versus risk exercise).</p> <p>21/08/21 update from GOV.UK All schools to receive carbon dioxide monitors - GOV.UK (www.gov.uk)</p> <p>Currently under review by OCC H&S in conjunction with other LA's/DfE/HSE Guidance -</p>	<p><i>Reminder to keep windows/doors open as much as practically possible and/or purge fresh air at mid-morning and lunch break.</i></p> <p><i>Following DfE, HSE and CIBSE guidance, schools should, as part of their risk assessment, be identifying any areas of concern. e.g., where there's no natural ventilation/air</i></p>	<p>M</p>	<p>Ventilation and air conditioning during the coronavirus (COVID-19) pandemic (hse.gov.uk)</p> <p>Smaller spaces such as Stream, staffroom and Elsa need to ventilate before and after use. The outside door should remain open when music lessons are taking place.</p>	<p>29.11.21</p>	<p>L</p>

	<p><u>The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE COVID-19 advice provides more information.</u></p> <p>The current <u>Schools COVID guidance</u> states</p> <p>“DfE is working with Public Health England, NHS Test and Trace, and the Scientific Advisory Group for Emergencies (SAGE) on a pilot project to measure CO2 levels in classrooms and exploring options to help improve ventilation in settings, where needed.”</p>	<p>flow; areas that feel stuffy etc.</p>		<p>Ventilation monitored with CO2 monitors.</p> <p>Balance between ventilation and comfortable temperature is maintained</p>		
Staffing	<p>Review staffing numbers required for Sept 2021 return have been determined including support staff such as facilities, IT, midday and office/admin staff.</p>	<p>Staffing numbers are tight</p>	H	<p>Staff prepared to be flexible and support each other.</p> <p>Supply staff to be used in event of absences.</p>	1.9.21	M
	<p>Approach to staff absence reporting and recording in place. All staff aware.</p>	<p>New staff not aware of how to inform of absences</p>	L	<p>Staff to inform headteachers in event of absences</p>	1.9.21	L
	<p>Review any individual staff risk assessments (clinically extremely vulnerable, pregnant staff), are there appropriate and sufficient arrangements in place for mitigating risks as identified. <u>Guidance on protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</u></p>	<p>Currently no staff require specific risk assessment</p>	L	<p>Specific RA template available H&S A-Z</p>	29.11.21	L

	<p>Coronavirus: how to stay safe and help prevent the spread - GOV.UK (www.gov.uk)</p> <p>Communication arrangements are in place and clear for staff concerning their role in continuing to support the working of the school.</p>					
	<p>Plans to respond to any 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.</p>	<p><i>Safeguarding leads off High level of staff sickness</i></p>	<p><i>H</i></p>	<p><i>Staffing is an issue- plans will be made to cover staff absences. Part-time staff will be asked to do additional hours.</i></p> <p><i>HZ is trained as safeguarding lead.</i></p>	<p><i>29.11.21</i></p>	<p><i>M</i></p>
	<p>Where appropriate/necessary, consideration given to staff clothing expectations and information shared with staff. to ensure clothes worn are easily washable (e.g. no ties).</p>	<p><i>Classrooms will be colder than usual</i></p>	<p><i>M</i></p>	<p><i>Staff and children encouraged to wear warm clothing in winter</i></p>	<p><i>1.9.21</i></p>	<p><i>L</i></p>
	<p>Approaches for meetings and staff training in place.</p>		<p><i>M</i></p>	<p><i>Staff to distance in meetings or join virtually</i></p>	<p><i>1.9.21</i></p>	<p><i>L</i></p>
	<p>Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision agreed and communicated.</p>	<p><i>New staff unclear</i></p>	<p><i>M</i></p>	<p><i>Provision discussed at inset.</i></p> <p><i>Teams updated</i></p>	<p><i>29.11.21</i></p>	<p><i>L</i></p>

				<i>Teachers providing work for children awaiting PCR/isolating tests if well enough</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>	<i>TA s are required to lead some groups as not enough teachers on site to cover numbers.</i>	<i>M</i>	<i>Staff to support each other if redeployment is required.</i>	<i>1.9.21</i>	<i>L</i>
	<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>		<i>M</i>	<p><i>Staff are aware of support and advice for schools and pupils available from OCC</i></p> <p><i>Occupational health can provide support for staff</i></p> <p><i>Staff team to support each other and seek support from the governing body when needed</i></p> <p><i>EISA support in place for the children</i></p> <p><i>Whole school awareness of importance of mental</i></p>	<i>1.9.21</i>	<i>L</i>

				<p><i>health and well-being shared and discussed in inset- Staff reminded to include mindfulness time.</i></p> <p>http://schools.oxfordshire.gov.uk/cms/content/employee-assistance-programme</p>		
Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.	<p><i>Ensure new staff understand testing requirements and all staff understand the new guidance.</i></p>	M	<p>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>Staff provided with lateral flow tests</p> <p>Staff to follow testing requirements if systematic or identified as a close contact.</p>	29.11.21	L	
The approach for inducting new starters has been reviewed and updated in line with current situation.	<p><i>No new staff</i></p>	L	New staff will be thoroughly briefed.	29.11.21	L	
Any staff contracts that need to be issued, extended or amended considering the current situation have been.	<p><i>New contract to be issued when additional TA recruited</i></p>	L	<p><i>Current staffing contracts all reviewed</i></p>	29.11.21	L	
Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.	<p><i>None</i></p>			29.11.21		
Review and communicate arrangements for any visitors/		M	<p><i>Check with the contractor any requirements their</i></p>	29.11.21	L	

	<p>contractors on site, protocols and expectations required.</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><i>employer has specified before visit. Share school protocols.</i></p> <p><i>Sanitize and wear masks</i></p>		
	<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>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</p>	<p><i>Decide on the delivery of this learning</i></p> <p><i>Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.</i></p>	M	<p><i>External providers to continue- should wear masks in communal areas of the school. All to be updated with our new risk assessment.</i></p> <p><i>New club provision to provide their risk assessment and be briefed about school procedures.</i></p>	29.11.21	L
<p>Mixing and 'bubbles'</p> <p>Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)</p>	<p>GOV.UK no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used and assemblies can go ahead as usual.</p> <p>As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and you no longer need to make alternative arrangements to avoid mixing at lunch.</p>	<p><i>Increased mixing</i></p> <p><i>Whole school gathering inside</i></p>	M	<p><i>Bubbles are removed- peer interaction can increase such as Bubble-Y5 buddies and reading buddies.</i></p> <p><i>Assemblies will resume in the church (with door open) but celebration assembly will remain virtual</i></p>	29. 11.21	L

	<p>You should make sure your contingency plans (sometimes called outbreak management plans) cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</p> <p>Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.</p>			<p><i>Our contingency plan includes the possibility for reintroducing bubbles in the case of an outbreak.</i></p>		
<p>Social Distancing? Hands, face, space and fresh air!</p>	<p>From GOV.UK; Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. Employers should be able to explain the measures they have in place to keep CEV staff safe at work. The Health and Safety Executive (HSE) has published guidance on protecting vulnerable workers, including advice for employers and employees on how to talk about reducing risks in the workplace. If necessary, review arrangements for any continuation of protocols from summer term 2021:</p> <ul style="list-style-type: none"> • Staggered school drop off/pick up times and 	<p><i>To reduce the impact on teaching time and the amount of time staff are spending on drop-off and pick-up we have removed the staggered drop-off and pickup although drop off is still in a 10 min window at the gate and pick-up is from outside the classrooms to allow easier interaction between teachers and parents.</i></p>	M	<p><i>The drop-off and pick-up plans have been working</i></p> <p><i>Should an outbreak occur they will be changed back to the staggered drop-off/pick-up time.</i></p> <p><i>Parents are still not allowed in the building.</i></p> <p><i>Facemasks to be worn at drop off and pick up and in parent teacher meetings</i></p>	30.11.21	L

	<p>locations (if possible) without reducing teaching time</p> <ul style="list-style-type: none"> • 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 			<i>School outbreak management plan in place</i>		
	Approach to avoiding children and young people entering school congregating in large numbers	C	M	<i>On arrival, students go straight to the playground.</i>	1.12.21	L
	<p>Approach to assemblies – https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1036663/Schools_guidance_update_for_Omicron_-_29_Nov.pdf</p>	<i>Consider and review any alternative outdoor areas (weather permitting) for assemblies, classes etc.,</i>	M	<p>Assemblies will be held but parents won't be attending. (Celebration assembly still virtual)</p> <p>In the event of cases in our community we would consider having assemblies outside or reverting to virtual assemblies.</p> <p>When using the church we will ventilate the space.</p>	1.12.21	L

	Review arrangements in place for the use of the playground, including equipment.		L	Playground to be used as normal.	1.12.21	L
Transport	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.	N/A				
	Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible.	N/A				
	Support in place for CYP who have no alternative, to access public transport safely, recommending social distancing protocols where possible.	N/A				
	Arrangements in place with transport providers to support any staggered start/end times.	N/A				
	Children and young people reminded to wear face coverings on public and school transport. See Visors/Face Covering below	N/A	L	Our children are under the for face coverings so these will be required on the mini-bus for swimming.		L
Catering	Review arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.		L	Number of children stood in the line limited as children are called by year group and those	01.12.21	L

	Liaise with catering team/Contractor re any changes to processes and procedures/RA update			<i>waiting are on the playground.</i>		
	Review arrangements for when and where pupils and staff will take lunch (and snack time if necessary) – any adjustments necessary?		<i>L</i>	<i>Staggered lunch times to avoid children waiting in line for school dinner</i>	<i>01.11.21</i>	<i>L</i>
	Review arrangements for food deliveries in place – any adjustments necessary?		<i>L</i>	Lunches to be continues to be dropped outside by Aspens.	<i>01.11.21</i>	<i>L</i>
PPE	Review PPE requirements and are appropriate supplies in place?	<i>Check stocks</i>	<i>L</i>	EW to check supplies regularly and ensure they are <u>accessible in both buildings.</u>	<i>01.11.21</i>	<i>L</i>
Visors/face coverings	Face coverings Face coverings are now advised in communal areas.		<i>L</i>	Children not to go on trips requiring public transport Face coverings maybe reintroduced on advice from public health following an outbreak.	<i>2.9.21</i>	<i>L</i>
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 	<i>Staff unsure what to do- Ensure they seek clarification/support</i>	<i>M</i>	Office staff and acting headteacher to be informed of case confirmed from home- this will then be communicated with relevant staff.	<i>2.9.21</i>	<i>L</i>

	<p>during the school day and needs to be isolated</p> <ul style="list-style-type: none"> • Cleaning procedure in place • Arrangements for informing parent community in place 			<p>Individuals displaying symptoms to be taken to the library. Anything they have touched will be thoroughly cleaned.</p> <p>Parents to be contacted immediately and child to be taken home and advised to get a PCR test.</p> <p>Disposable mop heads used see link: COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)</p>		
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> • Cleaning procedure in place • Arrangements for informing parent community in place • Contact tracing arrangements if needed 		<i>H</i>	<p>Teachers to do tables before lunch</p> <p>PC/CS to spray toilets and cloakrooms</p> <p>GF to wipe photocopier and staff room</p> <p>If over the critical level, public health to be contacted. In-case of an outbreak follow public health guidance.</p>	<i>2.11.21</i>	<i>M</i>

				Encourage parents to follow testing guidance.		
	Review any changes to the school day/timetables and communicate with parents.		M	If cases are rising revert to staggered start, revert assemblies to Teams, separate into KS1 and KS2 bubbles. Acting heads to write to the parents to communicate this.	2.11.21	
	All students instructed to bring a NAMED water bottle each day. Robust water fountain cleaning arrangements in place, if determined safe to use/re-instate!	Sharing cups	M	Children to continue to use named water bottles.	2.11.21	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 may require additional support due to lack of employment and the lack of structure that lockdowns have introduced	M	GF to carefully monitor attendance and seek support where required. GF/EH to identify families that might qualify for PP or support from community member with food. Also consider support from other agencies such as Nomads.	2.11.21	L
Remote Education Plan	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.	Response to positive case(s) of COVID19.	M	Remote learning contingency available and ready to be 'switched-on' when needed.	1.12.21	L

				<p>Bubble and Raindrop to be set by Class Dojo</p> <p>River and Ocean by Teams</p> <p>Teachers setting work to children isolating awaiting results if well enough</p>		
	Technology support/DfE laptop allocation in place.		<i>M</i>	<p>Refer to GOV.UK guidance</p> <p>GF and EH to ensure families have access to laptops.</p> <p>If required, the old laptops will be lent to families- logged to ensure they are returned.</p>	<i>2.9.21</i>	<i>L</i>
Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.			<p>Staff refresher training session on processes and procedures and the use of</p> <p>https://www.gov.uk/guidance/teaching-about-mental-wellbeing</p> <p>Safe-guarding up-date for teaching staff at inset</p>	<i>1.12.21</i>	

				and for TAs in the first week back HZ designated lead trained in case GF is absent		
	Reviewed/updated Child Protection Policy in place		<i>L</i>	Adopted most recent Child Protection Policy	<i>1.12.21</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>M</i>	Follow safeguarding procedures and policies	<i>1.12.21</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>No current physical management plans but have some tactile children</i>	<i>L</i>	If working 1:1 ensure regular hand-washing by staff and children	<i>1.12.21</i>	<i>L</i>
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.		<i>L</i>	Broad and balanced curriculum to be covered	<i>1.12.21</i>	<i>L</i>
	Each activity should be risk assessed and should not be run unless the risks can be mitigated <ul style="list-style-type: none"> PE guidance on the phased return of sport and recreation and guidance from Sport England for 		<i>M</i>	Ensure hygiene is good and equipment is clean. Ensure ventilation is good. Partnership sports events - outside only.	<i>1.12.21</i>	<i>L</i>

	<p>grassroot sport. Advice from organisations such as the Association for Physical Education and the Youth Sport Trust</p> <ul style="list-style-type: none"> • Practical science lessons https://www.cleapss.org.uk/ • DT/ FT https://www.data.org.uk/or-education/primary/ • Swimming https://www.swimming.org/swimengland/pool-return-guidance-documents/ • Contents (oeapng.info) 			<p>Communicate with Oratory about swimming risk assessment.</p>		
	<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 is being done at home, where/if applicable • capturing pupil achievements/ outcomes • utilising the DFE 'catch-up' funding and programmes • contingency remote learning plan 	<p><i>New staff not aware of work done on well-being</i></p>	<p>M</p>	<p>Most staff have worked together to priorities wellbeing during the pandemic. New staff briefed on inset. Focus on wellbeing during 'learning to learn' week.</p> <p>Staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.</p> <p><i>Need to explore further catch-up funding</i></p>	<p>2.11.21</p>	<p>L</p>

	Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.	New bubbles will have had less experience of socialisation as they would have had less opportunities to attend nursey/ early years provision and mix with friends.	L	<p>Whole school reward system.</p> <p>High expectations of all children and clear behaviour policy. Revisit with children in learning to learn week.</p> <p>Behaviour policy reviewed to include internal exclusion</p> <p>Individual behaviour managements plans for children that require it.</p> <p>Understanding that new bubbles may require additional support.</p>	2.11.21	L
	Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.			<p><i>E-safety updates included in newsletter</i></p> <p><i>E-safety assembly before the end of term</i></p>	2.11.21	
SEND PUPILS	Approach to provision of the elements of the EHCP including health/therapies in place.	<i>Multiple children with EHCP awaiting external services due to the back log</i>	M	SENCO to work with class teachers to ensure provision meets the requirements of the EHCP.	2.11.21	L

				SENCO to chase external agencies.		
	Annual reviews.		<i>L</i>	<i>SENCO/ acting heads to attend annual reviews</i> <i>Held and up to date</i>	<i>2.11.21</i>	<i>L</i>
	Consider any SEN pupils who may need support with their return to school and consult with the family and other agencies involved.	We know some children will find the return to school routine harder	<i>M</i>	Regular work breaks to be given. SEN meetings conducted and families informed. Seek external advice if required.	<i>2.11.21</i>	<i>L</i>
	Requests for assessment considered.	Additional children may need to be placed on the SEND register	<i>M</i>	Teachers to complete the descriptors and discuss with the SENCO SSEN register updated since September	<i>2.11.21</i>	<i>L</i>
Attendance	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.	<i>Children not attending</i>	<i>M</i>	<i>Refer to GOV.UK guidance</i> Ensure parents understand school is now mandatory. Meet with parents who are anxious or who's children are anxious.	<i>2.9.21</i>	<i>L</i>

				GF to write to parents with poor attendance before the end of term. Seek support from the attendance team.		
	Approach to support for parents where rates of persistent absence were high before closure.			GF to write to parents with poor attendance & offer them a meeting to see how we can support them. Seek support from the attendance team.		
Communication	Information shared with staff around the November changes to school and any amendments to usual working patterns/practices and groups.		<i>M</i>	<i>Refer to GOV.UK guidance</i> Shared in staff meeting and TA meeting	<i>1.12.21</i>	<i>L</i>
	Union representatives informed of Sept 2021 return to school plans.	No union representative				
	Updated Risk Assessment published on website.			<i>Updated risk assessment to go on website</i>	<i>2.12.21</i>	
	On-going regular communication plans determined to ensure parents are kept well-informed			<i>Newsletters Parent Mail, website updates, social media</i>	<i>2.12.21</i>	
	Meetings and decisions that need to be taken are prioritised.				<i>On going</i>	

Governors/ Governance	Governors have oversight of Nov risk assessments and outbreak management plan				<i>Put on Governor Hub and share at FGB 6.12.21</i>	
	Approach to communication between Leaders and Governors is clear and understood.					
	Review any aspects of Governance which may have been on-hold in order to review/reinstate as required			<i>Governor vacancy to be filled ASAP- still need church gov</i>	2.12.21	
	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>Well-being party planned for end of term</i>	2.12.21	
School events, including trips	Review the school's annual calendar of events. Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)			<i>Events have been put in the diary and will be communicated with parent in the first full week of term.</i> <i>Nativity can go ahead- extra performances put on to limit the number of parents- The events will be ticketed. Church to be well ventilated parents to wear masks and asked to LFT before coming. Seats to be spaced out.</i> <i>Christingle to be cancelled. Can't</i>	2.12.21	

				<i>ventilate Christ Church (doors don't open outside)- too many people, singing, too close to Christmas- if there was a case of Omicron lots of people would have to isolate over Christmas.</i>		
Finance	Review any continuing additional costs incurred due to COVID19; are they clearly documented.			<i>New funding for staff absences</i>	2.12.21	
	Review any claims submitted for reimbursement e.g., increased premises related costs, additional cleaning, additional waste removal, support for FSM etc					
	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.					
	Reintroduction or re-contracting of services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering • Waste management 					
	Consideration given to any support that may be brokered through					

	working together, for example, partnerships, trusts etc.					
Before and after school clubs	Approach in place for before/after school clubs implements the necessary protective measures including restricted attendance https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak		L	Before and after school clubs ensuring good hygiene and ventilation CO2 monitors in the classrooms where clubs are held	1.12.21	L
Testing	Test kits are securely stored and distributed to staff	Lack of tests	L	Tests stored in school office and distributed to staff	On going	L
	Staff are aware of how to safely take and process the test. Share the following: <ul style="list-style-type: none"> NHS instruction leaflet Process for reporting i 	Not testing properly	L	Staff test on a Wednesday and Sunday-	On going	L
	Staff are aware of how to report their test results to NHS Test and Trace.	Staff not reporting		Staff report any positive cases in their households to school. Report LFT to NHS Test and Trace	On going	
	Process in place to monitor and replenish test supplies Process in place for appropriate PPE to be available	Lack tests/PPE		EW regularly monitors stock and	On going	

[Schools COVID-19 operational guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/schools-covid-19-operational-guidance)

[Contingency framework: education and childcare settings \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/publications/contingency-framework-education-and-childcare-settings)

[All schools to receive carbon dioxide monitors - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/all-schools-to-receive-carbon-dioxide-monitors)[Coronavirus \(COVID-19\): advice for pregnant employees - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/coronavirus-covid-19-advice-for-pregnant-employees)

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

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