

COVID19: Full Opening from March Risk Assessment and Action Plan

SCHOOL NAME: CHILDREN'S SUPPORT SERVICE

DATE: 03.08.21

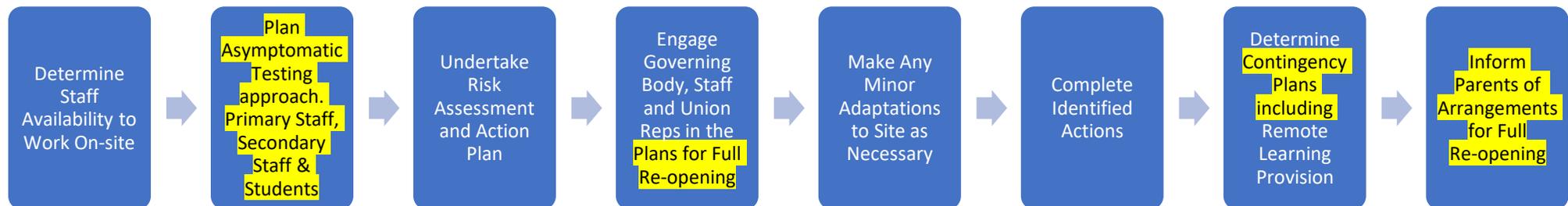
Purpose of this document:

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

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

Risk Assessment for Full Re-opening:



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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
Engagement in Risk Assessment and Planning	Risk assessment process fully engages staff, governing body and union representatives.	Staff are unaware of risks and actions to mitigate	M	Risk assessment and control measures with any further updates are shared with union reps, staff and the Management Committee for feedback and consultation.	8/3/21	L
Site Arrangements	Office spaces re-designed to allow office-based staff to work safely (considering remote working where appropriate).	Office does not allow for adequate space between staff members, no windows for ventilation.	M	Office staff desks repositioned. Screens put up to add additional protection between staff. Face coverings worn if social distancing cannot be maintained. All rooms to be ventilated. Office staff working from home until necessary, or with a rota system with some flexibility until the end of the Spring term.	8/3/21	L
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.	M	2-meter markers are present on floors. One way system in place to enter and exit the school. Signage in place	8/3/21	L

				to remind about social distancing.		
	Consideration given to the arrangements for any deliveries.	Deliveries using the same entrance as pupils and arrive at the same time.	M	Redirect deliveries to a non student entrance where possible. Guide and instruct deliveries away from pupils/crowds.	8/3/21	L
	Dedicated testing site organised, signage up and cleaning processes in place (see full guidance available).	N/A as home testing in place				
Emergency Evacuations	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>	Evacuation routes would cause multiple groups/bubbles of people to come into contact. More appropriate alternatives are possible.	M	Revised evacuation procedure and share with all staff and children. Care taken when re-entering a building to avoid bottle-necking e.g one year group at a time.	08/03/21	L
Cleaning and waste disposal	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance .	Staff, students and visitors are exposed to risk of Covid-19 virus particles	M	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	08/03/21	L

				<p>needed by site managers and cleaning staff</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p> <p>All rooms should be ventilated.</p>		
	<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	<p>No hand sanitiser for visitors to reception.</p> <p>Classrooms do not have tissues.</p> <p>Low supply of soap.</p>	M	<p>Hand sanitiser available at the school entrance.</p> <p>Bins in all classrooms.</p> <p>Disposable tissues in each classroom to implement the</p> <p>'catch it, bin it, kill it'</p> <p>Approach.</p> <p>Stock check and ordering schedule reviewed and orders placed accordingly.</p>	08/03/21	L

	Sufficient time is available for the enhanced cleaning regime to take place.	Staff, students and visitors are exposed to risk of Covid-19 virus particles	M	All staff advised to allow time and space for cleaning staff to operate.	08/03/21	L
	Waste disposal process in place for potentially contaminated waste, including testing waste.	N/A as no mass testing take place on site	n/a			n/a
	Process in place for safe removal and /or disposal and replacement of face masks.	Disposed masks are left lying around.	M	Staff and students are reminded of safe disposal procedures. New and clean face coverings are available from the office when a mask has become 'compromised' with cleanliness.	08/03/21	L
Classrooms	Classrooms allow as much space between individuals as practical.	Classrooms do not allow space for social distancing.	M	Move furniture to allow better space between teacher and pupil. Seating to allow Pupils to face forward/same direction. Consideration given to using spare classrooms/breaking up larger groups, where available.	08/03/21	L

				Wear face coverings when social distancing cannot be maintained. Ventilate all rooms.		
	Classroom entry and exit routes have been determined and appropriate signage in place.	Those entering the classroom do not follow COVID procedures.	M	Ensure signage and expectations for COVID safety is clearly visible on entry to all classrooms.	08/03/21	L

	<p>Appropriate resources are available within all classrooms e.g. IT. NB: sharing of equipment should be limited to the bubble where possible and cleaned between uses if sharing across bubbles.</p> <p>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>Lack of equipment/resources needed.</p> <p>Soft toys, cushions and beanbags in primary classroom B not easily washable.</p> <p>No COVID-19 information posters currently in place. Limited reminders / awareness for children.</p>	<p>L</p> <p>M</p> <p>L</p>	<p>Ensure all classrooms have appropriate resources to hand.</p> <p>Wipe / wash all resources after use.</p> <p>Remove soft furnishings (where feasible) from classroom.</p> <p>Fabric chairs to be used by designated staff and / or sprayed with disinfectant after use.</p> <p>COVID-19 safety Posters displayed in all classrooms and key areas.</p>	<p>08/03/21</p>	<p>L</p> <p>L</p>
<p>Staffing</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>There are not enough staff members on site to operate safely.</p>	<p>M</p>	<p>HOCs and team leaders determine number of staff needed.</p>	<p>08/03/21</p>	<p>L</p>

				<p>Staff are re-deployed where cover is needed.</p> <p>Until Easter break, some flexibility with admin staff on site e.g rota basis, only on site when tasks require.</p>		
	<p>Approach to staff absence reporting and recording in place. All staff aware.</p>	<p>Staff do not follow absence reporting procedures.</p>	L	<p>Staff reminded of procedures during staff briefings.</p> <p>Return to work meetings address any concerns.</p>	08/03/21	L
	<p>Risk assessments in place for those staff who are shielding, (clinically extremely vulnerable), and appropriate arrangements for mitigating risk are identified.</p>	<p>Staff do follow shielding advice.</p>	H	<p>Home working is supported during shielding period.</p> <p>Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.</p> <p>Resources to work from home are provided.</p>	03/08/21	L

	<p>Approaches for meetings and staff training in place.</p>	<p>Large groups meet and are not COVID safe</p>	<p>H</p>	<p>TEAMS considered as a first option for all meetings/staff training.</p> <p>If face to face meetings required, COVID-19 guidance should be followed:</p> <p>‘Hands, face, space’</p> <p>Only essential visitors invited on site.</p> <p>Visitors guided to out of school hours, where appropriate.</p> <p>No number of staff/visitors should exceed the ability to maintain social distancing.</p>	<p>03/08/21</p>	<p>L</p>
	<p>Consideration given to the options for redeployment of staff to support the effective working of the school.</p> <p>If redeployment is taking place staff are aware of controls and</p>	<p>TA s are required to lead some groups as not enough teachers on site to cover numbers.</p>	<p>M</p>	<p>Each centre works as its own ‘bubble’ to enable ‘cross working’ within identified roles that is accessible.</p>	<p>08/03/21</p>	<p>L</p>

	<p>processes in respect of tasks they are unfamiliar with.</p>	<p>Subject teachers deliver lessons outside of their nominated curriculum area.</p> <p>Staff required to move to another site / into another 'bubble'.</p>		<p>Staff are supported in covering lessons – all staff to ensure resources are on hand for others to access.</p> <p>Plan any movement across 'bubbles' with clear current COVID-19 guidance.</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>Staff experience a negative impact on their wellbeing</p>	<p>n/a</p>	<p>Staff are aware of available support and advice for schools available from colleagues, line managers, senior management, ECC, including the Educational Psychology service https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx and the Education Support Partnership.</p> <p>The Wellbeing Policy / Bereavement Policy has been reviewed to ensure it reflects current</p>		<p>n/a</p>

				circumstances and arrangements.		
	Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.	Staff do not have access to regular testing.	M	<p>Clear instruction and expectations are shared with staff.</p> <p>Staff should test twice weekly.</p> <p>Stocks of test kits are replenished as needed.</p> <p>Results are reported and stored and positive cases are instructed to self-isolate.</p> <p>Positive cases are declared but personal data will not be shared.</p>	08/03/21	L
	The approach for inducting new starters has been reviewed and updated in line with current situation.	New staff do not follow guidance	M	All COVID-19 expectations are included in all induction processes, which include regular reviews during the induction period.	08/03/21	L

	<p>Arrangements in place for any visitors / contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>	<p>Visitors do not follow guidance</p>	<p>M</p>	<p>Check with the contractor any requirements their employer has specified before visit.</p> <p>Share school protocols.</p>	<p>08/03/21</p>	<p>L</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>Externally employed adults do not follow guidance</p>	<p>M</p>	<p>Music lessons via Zoom or Teams.</p> <p>Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.</p>	<p>08/03/21</p>	<p>L</p>

<p>Group Sizes</p>	<p>All bubbles have been determined in accordance with the principle of limiting social interaction and small, consistent groups of CYP, that can remain separate from other people and groups.</p> <p>All children and young people are included in distinct groups/ 'bubbles'.</p> <p>Staffing allocations to groups determined, minimising contact with multiple groups as much as possible.</p>	<p>Bubbles mix unnecessarily</p>	<p>M</p>	<p>Each centre acts as its own 'bubble' (as well as each AP provision acting as own bubble).</p> <p>Cross bubble movement is minimised and if needed, then planned with a clear purpose and rationale following guidelines and protocols.</p>	<p>08/03/21</p>	<p>L</p>
<p>Social Distancing</p>	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> • Staggered timetables without reducing teaching time/meeting need • Staggered or limited amounts of moving around the school/ corridors • Classroom design • Break and lunch times are closely managed. Plans for social distancing during these times in place, such as when queuing for lunches • Toilet arrangements 	<p>Secondary school curriculum means multiple teachers and sharing of classrooms</p>	<p>L</p>	<p>Each centre will work in its own bubble, allowing for predetermined roles to continue where there is a need to work across two bubbles.</p> <p>Each centre to monitor movement between classrooms, ensuring social distancing is maintained.</p> <p>Limits of numbers and seating arrangement to be considered in the dining area.</p> <p>Limits of numbers in each classroom will be considered, depending on room size, adequate</p>	<p>08/03/21</p>	<p>L</p>

				<p>ventilation and wearing of face coverings / masks.</p> <p>Seating arranged to facilitate social distancing, or forward facing seating.</p> <p>Toilets cleaned on a regular basis. Hand washing and sanitising procedures prompted with reminders and signage.</p> <p>All rooms to be ventilated.</p>		
	Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.	Entry points become bottle necks.	M	On arrival, students move straight to "first lesson", without congregating. Staff on hand to guide students to correct room.	08/03/21	L
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.	Students do not follow COVID-19 safety guidelines	M	<p>Reminders for handwashing and cleaning (if needed)</p> <p>1:1 meeting with students</p> <p>Conversations with parents</p>	08/03/21	L

	Social distancing plans communicated with parents, including approach to breaches.			Risks assessments and individualised approach in place for students who might struggle to follow expectations. Regular updates communicated by text / email and published on the website and social media.		
	Approach to assemblies / group gatherings – if still occurring, plan in place to manage social distancing.	Currently large assemblies are cancelled. Bringing all children together for assembly would breach the bubble arrangements.	M	Assemblies are within bubbles and in the hall with forward facing chairs at suitable distance according to numbers. Face coverings to be worn if social distancing cannot be maintained. Areas to be ventilated.	08/03/21	L
	Arrangements in place for the use of the playground, including equipment.	Primary only	M	All equipment cleaned and wiped down after use.	08/03/21	L
Transport	Support in place for CYP who have no alternative, to access public transport safely, adhering to social distancing protocols where possible.	Transport issues create barriers to CYP attending	L	Support offered with travel and required expectations.	08/03/21	L

	Arrangements in place with transport providers to support any staggered start / end times.			Give adequate notice to transport providers	08/03/21	
	Children and young people reminded to wear face coverings on public and school transport.			Reminders given to students. Spare face coverings available from school office for travel.	08/03/21	
Catering	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.	School kitchen has been closed.	M	Re-open kitchen to provide hot and / or cold meals for children.	08/03/21	L
	Arrangements for the continued provision of FSMs for eligible children not attending school due to shielding or self-isolation are in place.	Parents / carers do not engage / receive vouchers		Vouchers will be provided for FSM children who need to self-isolate. Support from personal tutors and office staff to ensure vouchers are accessible and collected.	08/03/21	
	Arrangements for eating safely are in place.	COVID-19 safety guidelines not followed.	M	Numbers in the dining area are limited to allow social distancing. Signage indicates numbers and COVID-19 expectations. Seating is arranged to be forward facing or at suitable distance. Area to be ventilated.	08/03/21	L

	Arrangements for food deliveries in place	Deliveries create congestion.	M	Deliveries are directed to avoid lesson times, where possible e.g food deliveries are early morning.	08/03/21	L
PPE	PPE requirements understood and appropriate supplies in place.			Only needed if contact is needed with an identified positive case.		
	Approach to face coverings updated to include inside the classroom where social distancing is not possible, for secondary schools and outside of the classroom only for primary staff.	Social distancing is not maintained and face coverings are not worn.	M	<p>Give clear expectations before return to school – to students and families.</p> <p>Use signage to prompt and inform.</p> <p>Keep groups sizes small, where possible. Ventilate rooms. Use judgement for need for face coverings. Use 'shared compliance' as a strategy to encourage wearing of face coverings.</p> <p>Arrange desks so that social distancing can be maintained.</p> <p>Have spare face coverings on hand to offer to students.</p>	08/03/21	L

<p style="text-align: center;">Response to suspected/ confirmed case of COVID-19 in school</p>	<p>Approach to confirmed COVID-19 cases in place: during school day</p> <ul style="list-style-type: none"> • Which staff member/s should be informed / take action • Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated • Cleaning procedure in place • Arrangements for informing parent community in place 	<p style="text-align: center;">Parent / carer unable to collect student</p>	<p style="text-align: center;">M</p>	<p>Positive cases will be declared but personal data will not be shared.</p> <p>No individual with suspected infection or displaying symptoms should leave their home.</p> <p>No individual with suspected infection or displaying symptoms should arrive on site.</p> <p>However, if a person becomes ill / displays symptoms during their time on site, they must immediately self isolate in spare room and inform d/HoC and parent / carer informed. YP should isolate until collected by a parent / carer.</p> <p>If not able to isolate, move to at least 2m from other people.</p> <p>Anyone who has been in contact with an unwell person should wash or sanitise their hands.</p> <p>Call 999 if there is a risk to life.</p>	<p style="text-align: center;">08/03/21</p>	<p style="text-align: center;">L</p>
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				<p>Consider the following options:</p> <ol style="list-style-type: none">1. Appointed staff member wears PPE to take the CYP home in a school vehicle. Windows should be kept open.2. Taxi called and informed of case – face covering used to travel3. If social care involved, contact the social worker to support in getting the YP safely home.4. If no other option, YP should travel on public transport with face covering.5. If YP becomes defiant and aggressive, call 999 <p>Anyone showing symptoms should be</p>		
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				<p>sent home and asked to follow government guidance.</p> <p>Actions will be taken by other members of staff to arrange for the potentially infected / unwell person to be removed from site (to hospital or to their home).</p> <p>Parents / carers advised to follow government guidelines regarding self-isolation.</p>		
	<p>Approach to confirmed COVID-19 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 	<p>Parent / carer unable to collect student</p>	L	<p>All key staff and families informed.</p> <p>Close contacts informed to self-isolate in line with COVID guidance.</p>	08/03/21	L

<p align="center">Remote Education Plan</p>	<p>Contingency plan for remote learning developed should self-isolation or restricted attendance be required.</p>	<p align="center">n/a</p>	<p align="center">n/a</p>	<p>Remote offer in place and devices on hand to allocate if needed.</p> <p>Students to remote into an onsite lesson, or staff re-allocated to provide remote guidance and support.</p> <p>Technology support in place. DFE laptop allocation ordered, for contingency purposes.</p>	<p align="center">08/03/21</p>	<p align="center">n/a</p>
<p align="center">Safeguarding</p>	<p>Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.</p>	<p align="center">n/a</p>	<p align="center">n/a</p>	<p>Staff refresher training session on processes and procedures and the revised wellbeing material - TPP focus.</p> <p>Time taken at the beginning of the return to focus on closing the 'wellbeing gap'</p>	<p align="center">08/03/21</p>	<p align="center">n/a</p>
	<p>Updated Child Protection Policy in place (Feb 2021).</p>	<p align="center">n/a</p>	<p align="center">n/a</p>	<p>Adopted most recent Child Protection Policy</p>	<p align="center">08/03/21</p>	<p align="center">n/a</p>
	<p>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.</p>	<p align="center">n/a</p>	<p align="center">n/a</p>	<p>SLT, Senco, SENPs and Engagement mentors all maintain contact with wider support services.</p> <p>My Concern is used to share and update</p>	<p align="center">08/03/21</p>	<p align="center">n/a</p>

				relevant parties all safeguarding concerns.		
	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.	Staff breach social distancing guidance	M	<p>CSS operates minimal physical contact / TPP approach reducing risk of contact occurring.</p> <p>If contact is required, ensure face coverings are worn and hygiene routines are followed immediately afterwards.</p> <p>Review individual risk management plans to ensure they include protective measures.</p>	08/03/21	L
Curriculum / learning environment						
	<p>Consideration has been given to which activities are 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"> • PE – including activity in the DFE guidance • Practical science lessons • DT / FT 	Staff and CYP do not follow control measures and breach social distancing guidance	M	<p>All lessons and activities follow COVID-19 guidance for social distancing and hygiene.</p> <p>Activities that cannot be undertaken with social distancing in place do not occur.</p>	08/03/21	L

	<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 • capturing pupil achievements/ outcomes • utilising the DFE 'catch-up' funding and programmes • contingency remote learning plan 	n/a	n/a	<p>All staff to consider wellbeing of students on return to school.</p> <p>Staff are trained and supported in delivery of lessons on TEAMs for when remote learning is required.</p> <p>'Catch up' is considered re timetable allocations and interventions.</p> <p>Additional assessment weeks incorporated into the academic schedule.</p>	08/03/21	n/a
	Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.	n/a	n/a	Behaviour Policy review. Additional TPP training delivered to frontline staff (EMs)	08/03/21	n/a
	Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.	n/a	n/a	<p>TEAMs support and training offered to students and families.</p> <p>Remote guidance and Remote Learning policy outlines measure to protect and safeguard.</p>	08/03/21	n/a

CYP with SEND	Approach to provision of the elements of the EHCP including health/therapies in place. Annual reviews.	n/a	n/a	All annual reviews/PEPs have continued via TEAMS.	08/03/21	n/a
Attendance	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.	Anxiety is a barrier to attendance	n/a	All staff to focus on wellbeing and re-engagement on return to school. Allow time for re-adjustments. Follow TPP training.	08/03/21	n/a
	Approach to support for parents where rates of persistent absence were high before closure.	Persistent absence / parental engagement is a barrier to attendance	n/a	Key staff to work with families and external agencies to support families in returning CYP to school. Staff to act with understanding, alongside gentle reminders of expectations of attendance.	08/03/21	n/a

<p>Communication</p>	<p>Information shared with staff around the full re-opening plan, including amendments to usual working patterns / practices and groups.</p>	<p>Staff do not engage with re-opening plans or risk assessment</p>	<p>L</p>	<p>Information shared with all staff (including union representatives) before being finalised.</p> <p>HoC / line managers to ensure staff in their teams are aware.</p> <p>All students returning to full time / personalised offer so all staff expected back.</p> <p>Home tests available.</p> <p>Spare face coverings available.</p> <p>Cleaning routines enhanced and continued.</p> <p>Request for cross bubble only if essential to role.</p> <p>All centres / teams act as their own bubble.</p> <p>Update risk assessment published on website and shared with key stakeholders.</p>	<p>08/03/21</p>	<p>L</p>
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	<p>Communications with parents / carers and students on the:</p> <ul style="list-style-type: none"> • Social distancing plan • Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning • Attendance • Transport and safe travel • Behaviour • Test and trace • Expectations when in school • Contingency plans 	<p>Parents / carers do not engage with re-opening plans</p>	L	<p>Communication with families facilitated through:</p> <ul style="list-style-type: none"> • Texts and emails <ul style="list-style-type: none"> • Social media/website • Personal Tutor weekly phone calls / TEAMS meetings • SENCo updates <ul style="list-style-type: none"> • Mentoring sessions • TEAM meetings <p>Postal letters avoided due to delay in post and quick turnaround on updates.</p>	08/03/21	L
Governors/ Governance	<p>Meetings and decisions that need to be taken are prioritised.</p>	n/a	n/a	<p>All meetings to take place on TEAMS Usual meeting schedule meeting followed</p>	08/03/21	n/a
	<p>Governors have oversight of full re-opening plans and risk assessments.</p> <p>Approach to communication between leaders and governors is clear and understood.</p>	<p>Governors do not engage with re-opening plans</p>	L	<p>Updated risk assessments are shared with governors both electronically and via TEAMS meetings.</p> <p>Visits are carried out 'virtually' via TEAMS</p>	08/03/21	L
	<p>Certain aspects of governance are on-hold in order to deal with the immediate situation, these are</p>	n/a	n/a	As needed	08/03/21	n/a

	agreed and clear with all governors and there is a plan for then these will be reviewed and potentially reinstated.					
	Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT.	n/a	n/a	Materials referred to in Head Teachers PMR	08/03/21	n/a
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.	n/a	n/a	Off site trips and activities are replaced with remote alternatives, where possible.	08/03/21	n/a
Finance	Additional costs incurred due to COVID-19 are understood and clearly documented.	n/a	n/a	Additional costs are tracked and claims have been submitted.	08/03/21	n/a
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM	n/a	n/a	Additional costs are tracked and claims have been submitted.	08/03/21	n/a
	Insurance claims, including visits / trips booked previously.	n/a	n/a	Booked events have been moved to the following year or cancelled.	08/03/21	n/a
Before and after school clubs	n/a					

Testing	Test kits are securely stored and distributed to staff and students (secondary) for home testing.	Staff / students do not take up the suggested testing.	L	Communication with all staff and parent / carers to raise awareness of the availability of home test kits. Key staff members store tests and record distribution.	08/03/21	L
	Staff and students (secondary) are aware of how to safely take and process the test. Shared the following information: <ul style="list-style-type: none"> • NHS instruction leaflet • Training video and online resources on the document sharing platform • Contact details for queries • Procedure for reporting incidents 	Staff / students do not take up the suggested testing.	L	Communication with all staff and parent / carers to raise awareness of the availability of home test kits and how to use them. Key staff members have completed the COVID-19 testing training and can cascade to staff / students / parent / carers where needed for guidance with home testing.	08/03/21	L
	Staff and students (secondary) are aware of how to report their test results to school and to NHS Test and Trace.	Staff / students / parents / carers do not report test results.	L	Communication with all staff and parent / carers to raise awareness of the availability of home test kits, how to use them and how to report all results to the school and a positive result to NHS Test and Trace (the school may offer to do this for them).	08/03/21	L

				<p>Reporting system in place – all results recorded by school.</p> <p>Staff requested to share positive test results with NHS Test and Trace.</p>		
	<p>Procedure in place to monitor and replenish test supplies / stock control.</p>	<p>Stocks diminish / cannot be replaced</p>	<p>L</p>	<p>Currently sufficient stock. To be monitored and requested accordingly.</p> <p>Key staff members store tests and record distribution and remaining stock.</p>	<p>08/03/21</p>	<p>L</p>