

COVID19: Full Opening Risk Assessment and Action Plan

SCHOOL NAME: West Hatch High School

OWNER: D. Leonard, L. Barker

DATE: 4th August 2020 (revised 27th August 2020)

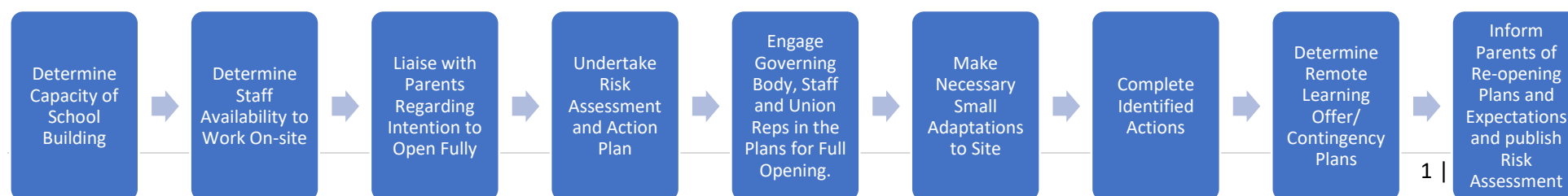
Purpose of this document:

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 school and ensure the school continues to operate in a safe way.

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

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

Steps of Full Opening Preparation:



Risk Assessment/ Action Plan Sections:

Engagement.....	3
Preparing Buildings and Facilities	3
Emergency Evacuations.....	7
Cleaning and waste disposal.....	8
Classrooms.....	11
Staffing.....	13
Group Sizes	20
Social Distancing.....	21
Transport	24
Catering.....	24
PPE	25
Response to suspected/ confirmed case of COVID19 in school	27
Pupil Re-orientation	30
Remote Education Contingency Plan.....	32
Transition <i>into new year group</i>	32
Safeguarding.....	33
Curriculum / learning environment.....	35
CYP with SEND	36
Attendance	37
Communication	38
Governors/ Governance.....	39
School events, including trips	40
Finance.....	40

**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 body and union representatives.					
Preparing Buildings and Facilities	Premises and utilities have been health and safety checked and building is compliant. <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	Lack of site staff to ensure continued business operation	H	Site staff have returned to summer holiday rota and continue to work adhering to social distancing guidelines	20/07/20	L
		Site Manager is unavailable	M	Team have all undertaken relevant premises management training and H&S training courses. SLT provided with training for alarms (intruder and fire.	20/03/20	L
		Parts of the site have been closed for prolonged period	M	Carry out a formal / recorded full pre-opening premises inspection.	Ongoing and final checks w/b 24/8/20	L
		Determine safe food storage systems for Catering Dept to ensure Food Safety Standards are followed and meet temperature requirements		<ul style="list-style-type: none"> • Weekly flushing both hot and cold systems though all outlets and showers – to be extended to 10 minutes and bi-weekly 	Ongoing	L

				<ul style="list-style-type: none"> • Calorifiers operating daily and circulating at 60 • Pool running as normal and retained chemical levels • Interserve attending site as required and carrying out testing and checks as usual. • Remove all the shower heads and place them in a cleaning solution and not replace them until the showers are back in use this will give us an increased flow through the shower pipework. • Cleaning of main water tanks to C block and the pavilion brought forward from summer schedule. <p>Interserve arranged - £3k</p> <ul style="list-style-type: none"> • All other water systems to other buildings are on mains water 		
--	--	--	--	---	--	--

			M	<p>supplies and have no stored water.</p> <p>Catering Manager has undertaken separate Risk Assessment updated for Kitchen and food outlets Kitchen deep clean scheduled including ducts</p>	<p>6/8/20</p> <p>02/06/20</p>	L
	Office spaces re-designed to allow office-based staff to work safely.	Office does not allow for adequate space between staff members in some parts	M	Where some offices do not allow for adherence	20/7/20	L

		of office main office or offices throughout the school		to distancing guidelines staff will work from pre-bookable space allocated in the staffroom		
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	Office does not allow for adequate space between staff members in some parts of office main office or offices throughout the school	M	Floor marking present on floors where applicable One way system in place to enter and exit the school. Signage in place.	17/8/20	L
	Consideration given to premises lettings and approach in place.	Non-teaching areas may be re-purposed to classrooms. Cannot be let and reassembled with sufficient time for cleaning in between.	M	Lettings risk assessment completed for swimming clubs STA and Swim England guidance adhered to Classroom lettings to be scheduled around cleaning regimes	4/8/20	L
	Consideration given to the arrangements for any deliveries.	Unable to accept safe method of delivery	M	Only ordered/procured goods to be delivered to school Postal deliveries via Perspex screen in reception Delivery driver to sign via palm pilots No deliveries accepted for student, e.g.	4/8/20	L

				<p>forgotten PE kit, homework, packed lunch etc.</p> <p>Parents to be notified as part of return to school arrangements that detention system will operate and student to purchase food at school if packed lunch forgotten</p>		
<p>Emergency Evacuations</p>	<p>Evacuation routes are confirmed, and signage accurately reflects these.</p> <p><i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i></p> <p>Consideration given to PEEP – buddies are assigned or reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<p>Current evacuation routes would cause multiple groups of people to come into contact.</p> <p>Assembly points do not allow for social distancing if full school back in operation</p> <p>Staff needing to work from home are current PEEP buddies and so reassignment necessary.</p>	M	<p>Revised evacuation procedure produced and shared with all staff and students. Assembly points defined for each Year group that allows for 2m distancing</p> <p>Buddy system updated as part of the LSA rota in school</p> <p>Fire drill - Group Teacher to practice on first day back</p> <p>Some contact would occur during emergency evacuation but controlled by duty staff</p>	4/8/20	

Cleaning and waste disposal	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non-healthcare settings guidance .			<p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Hand towels and handwash are to be checked and replaced as needed by Site Team and housekeeper/cleaning staff</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p>	4/8/20	L
	Cleaning staff capacity is adequate to enable enhanced cleaning regime.	Contract cleaners do not have enough staff	M	Regular contact with Lewis and Graves to ensure compliance	ongoing	L

	<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	<p>No hand sanitiser for visitors to reception.</p> <p>Classrooms do not have tissues.</p> <p>Low supply of soap.</p>		<p>Hand sanitiser available at all strategic points throughout school and in all classrooms</p> <p>Enhanced cleaning product purchased (spray/wipes/handrub) (Steri-7) under L&G cleaning contract for use in deep clean</p> <p>Specialist cleaning supplies for technical areas provided (music/tech etc.)</p> <p>Lidded bins and sanitiser wipes in classrooms</p> <p>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</p> <p>Stock check and ordering schedule reviewed and order made as part of cleaning contract with L&G</p>	Ongoing	L
--	--	---	--	---	---------	---

	Sufficient time is available for the enhanced cleaning regime to take place.		M	All staff advised to return to main building by 5pm in order for sufficient time to clean outbuildings before main/lettings.		L
	Waste disposal process in place for potentially contaminated waste.		M	Waste bags and containers - kept closed and stored separately from communal waste Contaminated waste contract is in place and will continue as normal	4/8/20	L
	Process in place for safe removal and/or disposal of face masks.	Discarded/littered face masks	M	All staff and students will be requested to take their own facemask home to dispose safely Students to be instructed regarding responsible use of masks Contaminated waste disposal bin will be made available if this is not possible Site staff to be provided with contaminated waste bags and litter pick/PPE if needed	17/8/20	M

Classrooms	Classrooms have been re/arranged to allow as much space between individuals as practical.		<p>Pupils will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>Where this cannot be avoided students will be requested to wear face masks.</p> <p>Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be limited to no more than 15 pupils, and will take place outside wherever possible (if taking place inside, the space will be well ventilated). Pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments won't be shared. Singing or instrument playing won't take place in any larger groups such as choirs or assemblies.</p>		
------------	---	--	---	--	--

				<p>For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible.</p> <p>Available windows should be opened to maximise ventilation and doors propped open where possible.</p>		
	Classroom entry and exit routes have been determined and appropriate signage in place.	Unable to maintain sufficient distancing between 'bubbles'	H	One Way system will operate in school to reduce corridor congestion with split timetables/lunches	17/8/20	M
	<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources.</p> <p>NB: sharing of equipment should be limited to the bubble. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].</p>	No COVID19 information posters currently in place.	L	<p>Classrooms and other available rooms to assess capacity for staff and pupils measured and determined</p> <p>School will operate on a 'bubble' system</p> <p>All age relevant COVID posters displayed throughout school</p>		L

	<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>	Limited reminders/ awareness for children.		<p>Separate risk assessments in place for areas that require sharing of equipment and resources, i.e. Music, Tech, Media, Science and PE</p> <p>Students will be asked to bring plastic bag to store/hang uniform/belongings in changing rooms</p>		
	Furniture arranged to minimise contact as much as possible e.g. Desks side by side, facing front, where age appropriate.	Not possible in some specialist areas, e.g. IT classrooms	M	Students will be operating in bubbles to reduce risk		L
Staffing	<p>Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.</p> <p>Including at least one of the following:</p> <ul style="list-style-type: none"> • Designated Safeguarding Lead (DSL) • SENCO • Caretaker/site member • Office staff member 	Lack of adequate first aiders and key staff	H	<p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with some groups, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised and staff will</p>	4/8/20	L

				<p>be asked to where a face covering in these circumstances.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing is not possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene and asked to where masks</p>		
--	--	--	--	--	--	--

				where it is not possible to adhered to distancing Current staffing structure to ensure sufficient support is in place		
	Approach to staff absence reporting and recording in place. All staff aware.	HR and Cover Supervisor monitoring compliance	L	Staff Handbook HR and Cover Supervisor monitoring compliance	20/03/20 and ongoing	L
	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.	Teacher was shielding and will return to school, this year group are less likely to socially distance.	H	Individual risk assessments will be adopted for staff where required and in line with current educational guidance	04/08/20	L
	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.	Staff failure to communicate in appropriate timescale to arrange cover	M	HR and Cover Supervisor/PA/HT monitoring compliance	20/03/20 and ongoing	L
	Consideration given to staff clothing expectations and information shared with staff.	Inappropriate clothing	M	Dress code to revert to school policy	1/9/20	L

	Approaches for meetings and staff training in place.	Meetings cannot be adequately socially distanced and risk to SLT/Leadership Forum in particular	H	MS Teams training to be further developed through CPD allocation All meetings will be virtual unless absolutely necessary, this includes Governors meetings to minimise access to school by visitors. Departmental meetings if not virtual must be socially distanced	5/9/20	L
	Staffing roles and responsibilities with regards to the contingency of remote provision alongside in-school provision agreed and communicated.	Sufficient staffing resource and time to enable in class and remote teaching provision	M	Remote education provision currently under review. MS Teams platform to be used with student training in place on first day of term.	5/9/20	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.	Support Staff are required to lead some groups as not enough teachers on site to cover numbers. Staff do not have the relevant skills to redeploy into certain roles	M	LSA's to continue to provide additional support Other Support/Teaching staff may be re-deployed to assist with group movement/duties/team assistance around school where staff shortages may increase safety risk	4/8/20	L

				Staff training will be undertaken if required for certain roles		
	<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 are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx</p> <p>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements</p> <p>Full time Counsellor has been available in school throughout lockdown and ready for return of pupils and staff</p> <p>Regular offer of remote support where necessary</p> <p>Pastoral teams sending regular communications</p>		

				HT has communicated with all staff previously shielding		
	<p>Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.</p> <p>Process in place for use of the limited number of self-testing kits.</p>	<p>Availability of testing kits and Government provision at test centres</p> <p>Time delays for arrival of test results</p>	M	<p>Employer portal has been set up and testing on request is available for those displaying symptoms (via HR or Cover Manager)</p> <p>Test Centres are bookable online</p> <p>Government have not delivered any school testing kits so all tests are bookable online or by phone</p>	19/05/20	M
	The approach for inducting new starters has been reviewed and updated in line with current situation.			<p>Induction for new starts for September currently under review</p> <p>No new staff expected to be appointed between now and September and would be reviewed on an individual basis</p> <p>Administration for new starters – badges/houses/photo ID process adapted between Finance/HR/IT</p>	4/8/20	

	Return to school procedures are clear for all staff.			Communicated to all staff by HT video link and email	14/7/20	
	Arrangements to return any furloughed staff in place.			n/a		
	Any staff contracts that need to be issued, extended or amended considering the current situation have been.			HR/Payroll/Finance function has been fully operational since lockdown and have now resumed usual holiday working patterns	Ongoing	
	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.			All current HR processes/cases were assessed during lockdown and resolved		
	<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>			Check with the contractor any requirements their employer has specified before visit. Share school protocols.	Ongoing	
	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>Music lessons will be expected to resume and appropriately distanced using music practice rooms/studio space</p> <p>Music Departmental risk assessment in place</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>Specialist chemicals and PPE has been ordered by Finance Dept.</p>		
Group Sizes	All students are included in distinct groups/ 'bubbles' that do not mix and the number of students in each bubble is as small as possible.		M	<p>Bubbles have been determined per year group size and KS5</p> <p>Yr 7 are in fixed classes throughout all lessons, other year groups are in their normal class groups which may change at KS3 due to setting and at KS4 due to options</p> <p>Full year group bubbles will come into effect during break and lunch when zoned areas will be in operation</p> <p>Break will be in bubbles but each bubble will use</p>	L	01/08/20

				the dining room. Strict hand sanitiser regimes in place and surfaces wiped between bubbles. No tables or chairs available at break – standing only.		
	Staffing allocations to groups determined, minimising contact with multiple groups as much as possible.	Timetable constraints	M	Curriculum model has been adapted Less paired teaching groups Groups set with no more than 3 teachers unless requested by departments Teachers under allocation will be given priority covers Timetables will allow for movement of teachers but not lessons	L	22/7/20
Social Distancing	Arrangements for social distancing in place to consider: <ul style="list-style-type: none"> 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 	Secondary school curriculum means multiple teachers and classrooms	M	School organised into bubbles to reduce movement and interaction between bubbles in corridors and communal spaces. Common approach to mutual respect and a 'can you step back please ethos'	M	17/8/20

	<ul style="list-style-type: none"> Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches Toilet arrangements 			<p>One way system in operation throughout school site</p> <p>Staggered start, finish, break and lunch times per year group</p> <p>Additional Snack Shack purchased for back of pool area to allow for third dining outlet Students will be rotated on two week cycle around the food offer</p> <p>New ramp queuing system constructed for Dining Hall</p>		
	Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.			<p>On arrival, students timetables designed to move to either assembly or straight to form or lesson, depending on bubble</p> <p>Duty staff on school gates to assist with dispersing any gathering</p>		
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.	Failure of students to comply with requirements	M	Conversations with parents	26/8/20	L

				<p>Risks assessments and individualised approach in place for students who might struggle to follow expectations and meetings with AHT</p> <p>Persistent breaches will be dealt with by school behaviour policy which has been adapted</p> <p>Renewed Home School Agreement</p>		
	Approach to assemblies – if still occurring, plan in place to manage social distancing.	Currently assemblies are cancelled. Bringing all children together for assembly would breach the bubble arrangements.		Assemblies are within year group bubbles and will be limited to essentials only and rarely with any face to face contact. Weekly assemblies to be provided by video link.	1/9/20	
	Social distancing plans communicated with parents, including approach to breaches.			HT delivering messages regularly via parentmails and HR newsletters	Ongoing	
	Arrangements in place for the use of the playground, including equipment.	Cleaning of equipment between bubbles		<p>No equipment will be in use during break and lunchtimes</p> <p>NB: outdoor equipment should not be used unless it is appropriately cleaned between groups of children and young people using it,</p>		

				and that multiple groups do not use it simultaneously.		
Transport	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.	Unable to maintain social distancing if parents drop off and congregate in main school car parks	M	HT to communicate Park outside to drop off and collect New pedestrian and vehicle gate in operation Visitor parking by logged appointment only		L
	Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible.					
	Support in place for CYP who have no alternative, to access public transport safely, adhering to social distancing protocols where possible.			New cycle shelter is being installed to facilitate additional provision and will be pre-bookable		
	Arrangements in place with transport providers to support any staggered start/end times.			Transport providers arrangements are in place to support changes		
Catering	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.	School kitchen has been closed over summer break	M	Catering risk assessment in place Food service to resume normal operation	01/09/20	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.			Additional food outlet (2nd snack shack) installed) Split lunches across bubbles with rotation over two weeks in order that students have wider food offer Dining Hall Main Hall/ Snack Shack Quad Pod/Gym Break rotated around court areas	1/9/20	
	Summer Holiday Food vouchers for eligible CYP ordered.	Families new to fsm eligibility not receiving provision over summer break	M	FSM provision and checking service has been operational throughout summer, including provision of voucher system throughout holidays and all vouchers pre-ordered and delivered	17/7/20	L
PPE	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	Inappropriate use of masks Poor behaviour Lack of stocks of appropriate face coverings		First aider PPE provision in place Although no recommendation for PPE for general use in schools, all staff and students will be required to wear an appropriate	Ongoing and from 15/6/20	

				<p>mask or visor in corridors and when walking around the school or visiting colleagues where face to face contact cannot be avoided</p> <p>Students are expected to already have their own masks as they are required to wear them on public transport</p> <p>Staff may wish to wear their own washable face masks but stocks of disposable masks will be available on request and for students who have lost their mask throughout the day</p> <p>It will not be necessary in most circumstances for students to wear masks during lesson times but students can ask for permission from their teacher if they wish to wear one</p> <p>Scarves covering faces will not be permitted</p>		
--	--	--	--	---	--	--

				Consideration will be given to personal choice (disposable/washable) but must be used responsibly and appropriately at all times Exemption 121 b		
Response to suspected/ confirmed case of COVID19 in school	<p>Approach to confirmed COVID19 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 	Breach of medical confidentiality		<p>Covid symptomatic – new and persistent cough/high temperature/change in normal taste or smell:</p> <p>Direct to First Aid Advise HT Treat with PPE Isolate in Medical room whilst awaiting collection Send home to self isolate for 10 days Advise to get test Advise household to self isolate 14 days Advise to get test Medical room to be cleaned Wait test results</p>		

				<p>We will not be informing parents/teachers/others students at this stage of a 'suspected' case – other staff and pupils do not need to self-isolate unless they develop symptoms themselves or requested to do so by NHS Test and Trace</p> <p>Clear – come back to school if well and no symptoms</p> <p>Positive: The school will immediately contact our local Health Protection Team on notification of a positive test result from a staff member or pupil The HPT will conduct a rapid risk assessment to establish contacts and ensure they are asked to self-isolate</p> <p>No temp testing on arrival to school as unreliable indicator</p> <p>Staff testing is available for all staff in school if symptomatic and can be</p>		
--	--	--	--	--	--	--

				<p>requested via HR/Cover Manager</p> <p>Full guidance can be found here:</p> <p>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</p>		
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> • Approach to relocating CYP away from certain parts of the school to clean, if possible • Cleaning procedure in place • Arrangements for informing parent community in place 			<p>As above</p> <p>Full lettings risk assessments in place for out of hours activities</p>		
	<p>Process in place to engage with the Test and Trace and contract tracing process.</p>			<p>PHE East of England Health Protection Team, Second Floor Goodman</p>		

	<i>Refer to ECC and public health guidance for more information.</i>			House, Station approach Harlow, Essex, CM20 2ET EastofEnglandHPT@phe.gov.uk ; phe.EoEHPT@nhs.net 0300 303 8537 option 1		
Pupil Re-orientation <i>back into school after a period of closure/ being at home</i>	Approach and expectations around school uniform determined and communicated with parents.			<p>School to return to usual uniform policies in the autumn term. Uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate tone.</p> <p>Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.</p>		
	Changes to the school day/timetables shared with parents.			Communicated by HT		
	All students instructed to bring a water bottle each day. Water			Site Team		

	fountain cleaning arrangements in place.					
	<p>Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.</p> <p>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.</p>			<p>Will be disseminated to all pupils in first week of term via assemblies, lesson time and form group activity</p> <p>Appendices produced to current Behaviour Policy to cover adaptations to particular routines, expectations and sanctions</p> <p>New home school agreement to be distributed to parents prior to opening</p>		
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.			<p>Delivered via Pastoral Teams and School Counsellor</p> <p>New PSEC programme at start of term for all year groups</p>		
	Re-orientation support for school leavers is developed.			<p>Support from Careers and 6th Form Pastoral Team</p> <p>Set work for Yr 11 leavers/ marked prior to school holidays</p> <p>Induction day planned</p>		

	<p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> • Financial • Increased FSM eligibility • Referrals to social care and other support • PPG/ vulnerable groups 			<p>Additional support for financial hardship provided via pupil premium funding</p> <p>Increases to FSM monitored via Free School Meal Checking Service</p>		
<p>Remote Education Contingency Plan</p>	<p>All students have access to technology and remote learning offer is available to be switched on as a contingency when needed.</p>	<p>Bubble needs to self-isolate because of a positive case of COVID19.</p>		<p>Remote learning contingency plans currently under development</p>		
				<p>Additional MS Teams training to be delivered at the start of term</p>		
<p>Transition into new year group</p>	<p>Online/ website support for families and young people around transition.</p>			<p>Website transition section completed</p> <p>All forms available via website for school system access (i.e. FSM/finance/logistics/ Lockers etc.)</p>	<p>July 20</p>	

<i>What will need to be different this year because of COVID19?</i>	Plan for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face: <ul style="list-style-type: none"> • EY to Primary • Primary to Secondary • Vulnerable children • Children with SEND • Physical and sensory needs, including adaptations, equipment etc. (lead in times) • Post 16 • School Leavers 			Reviewed No face to face meetings Tutor meetings delivered virtually Virtual transition booklets produced to include presentations from key staff SEN – all EHCP students have had access to face to face meetings with SENCO		
Safeguarding	Consideration given to any CYP who may need support with their return to school and consultation has been undertaken with the family and other agencies involved.	CYP previously deemed to be safer at home and family are anxious about returning to school.	M	Individual assessments in place Welfare checks being undertaken by pastoral teams Review risk assessments for children to ensure they reflect any changes due to reopening arrangements for eligible year groups	Ongoing throughout lockdown and summer term	L
	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.			Pastoral team full and refresher undertaken remotely		

				<p>CPOMS system now in place</p> <p>All Staff refresher training session on processes and procedures and revised wellbeing material emailed to all staff.</p> <p>Refresher online videos produced to all staff via Safeguarding Lead & online staff training platform</p>		
	Updated Child Protection Policy in place.			Adopted Temporary COVID19 Child Protection Policy		
	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP to return to school.			Ongoing led by pastoral team		
	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.			<p>Review individual consistent management plans to ensure they include protective measures</p> <p>SLT duty staff available to maintain order as per behaviour policy plans.</p>		

				Face coverings to be worn when dealing with individual students		
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.			<p>New T&L policy written and distributed to staff</p> <p>Marking Policy to be adapted to reduce sharing of books. Expectation that work to be received online (via MS Teams) and if necessary printed to be marked. If not online, work must be completed on paper and left for 48 hours prior to marking.</p>	2/6/20	
	<p>Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?</p> <p>Each activity should be risk assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> • PE – including no contact sport • Practical science lessons • DT/ FT 			Department risk assessments in place		

	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> • Wellbeing curriculum • recognising 'non-curriculum' learning that has been done • capturing pupil achievements/ outcomes • utilising the DFE 'catch-up' funding and programmes 			<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>Guidance from HT as to best practice whilst teaching in classroom</p> <p>PSHE – adapted curriculum adopted focussing on wellbeing and returning to school</p> <p>First 4 weeks of term to re-cap/re-teach/assess programme in place</p>		
	Student behaviour policy reviewed and reflects the current circumstances.			As above		
CYP with SEND	Approach to provision of the elements of the EHCP including health/therapies in place.			<p>Ongoing review with SEN department</p> <p>EHCP school access during lockdown period</p> <p>LSA support to be provided in classrooms</p> <p>Medial card system to remain in use whilst back in school</p>		

				No external therapy provision at school in usual circumstances		
	Annual reviews.			Held virtually unless mitigating issues		
	Requests for assessment considered.			Held virtually unless mitigating issues		
	Consider any CYP who may need support with their return to school and consult with the family and other agencies involved. <i>Including any support required for CYP to understand new rules i.e. social distancing.</i>			Held virtually unless mitigating issues		
Attendance	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.			Planning in progress Risk assessment and individualised approach to allay fears where necessary All children will be welcomed back to school and we will follow DfE and Essex CC guidelines at all times		
	Approach to support for parents where rates of persistent absence were high before closure.			Support and procedures prior to closure to resume		

				Individualised risk assessment and virtual meetings		
Communication	Information shared with staff around the full opening plan, returning to site, amendments to usual working patterns/practices and groups.			Plans fully communicated by HT prior to summer break Latest adaptations to full re-opening to be communicated	28/8/20	
	Governors consulted on full opening plans.			Consulted and reviewed with GB throughout process HT in daily contact with Chair of Governors		
	Union representatives consulted on full opening plans.			Union guidance has been incorporated where practicable and communicated to Staff Reps	27/8/20	
	Risk Assessment published on website, where more than 50 staff.				1/9/20	
	Communications with parents on the: <ul style="list-style-type: none"> • Plan for full opening • Social distancing plan • Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning • Attendance • Uniform • Transport 			HT to communicate via email/virtual tours and newsletter	1/9/20	

	<ul style="list-style-type: none"> • Behaviour • Test and trace • Staggered start and end times • Expectations when in school and at home (if self-isolating is necessary) 					
	Pupil communications around: <ul style="list-style-type: none"> • Changes to timetable • Social distancing arrangements • Staggered start times • Expectations when in school and at home (if self-isolating is necessary) • Travelling to and from school safely 			Undertaken on first day of term and virtually for Home School Agreement		
	On-going regular communication plans determined to ensure parents are kept well-informed			Letters, website updates, social media and HT Newsletter		
Governors/ Governance	Meetings and decisions that need to be taken are prioritised.			Virtual meetings to continue		
	Governors are clear on their role in the planning and full opening of the school, including support to leaders.			Members have been consulted throughout, weekly prior to the summer break. Plans consulted with Governors prior to opening.		

	Approach to communication between Leaders and governors is clear and understood.			Agreement made to keep virtual meetings in place. Regular communication between link governors and SLT. Full meeting schedules in place.		
	Governors prepared for start of school year (clerking, etc).			Calendar dates set and weekly member meetings to continue		
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.			<p>All calendar events re-scheduled, deferred or changed to alternative where possible</p> <p>All trips in the short term cancelled whilst travel restrictions remain in place – awaiting exam board guidance for 'practical' element replacement</p> <p>Parents refunded as soon as reimbursements from associated companies has been received</p>	Awaiting changes to DfE guidance	
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.			Ongoing by Finance Department		
	Claims submitted for reimbursement for example,			First claim has been submitted		

	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.			Tracked by Finance		
	Insurance claims, including visits/trips booked previously.			Resolved		
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering 			n/a contracts have been ongoing		
	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.			HT communicating closely with Essex CC Schools Governance, ASCL, CSI and ASHE to ensure compliance and good practice across schools networks		
Before and after school clubs	Approach in place for before/after school clubs implements the necessary protective measures.			Breakfast club will not resume for at least the first term Extra-curricular activity will resume and operate within the bubble scheme		