

COVID19: Full opening risk assessment and action planning tool

SCHOOL NAME: St Matthew Academy

DATE: 2nd Sep 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 schools to ensure the school continues to operate as safely as possible. Plans and measures in place should be reviewed on a regular basis, particularly as new guidance is issued.

In line with DfE guidance, schools and trusts need to work closely with parents, staff and unions as they normally would, when agreeing the best plan for their school's circumstances. Your risk assessments and plans need to be confirmed with your governing bodies/academy trusts and published in schools with over 50 employees.

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'

The considerations and example measures in this tool are not exhaustive and must be read in conjunction with the latest government guidance:

[Guidance for full opening of schools September 2020](#)

[NHS test and trace for people who develop symptoms of coronavirus](#)

[Safe working in education, childcare and children's social care settings, including the use PPE guidance.](#)

[Covid19 cleaning in non-healthcare settings](#)

[NHS test and trace](#)

Appendix 1 – Trade Unions' checklist (for information)

The following principles underpin all planning and actions:

- Children's needs are paramount.
- Staff physical and emotional well-being must be considered at all stages of planning and implementation.
- Risk assessment and planning should be undertaken in consultation with staff, Health and Safety/ Union representatives, governors and parents.

System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection'.

Prevention:

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
2. Clean hands thoroughly more often than usual.
3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
5. Minimise contact between individuals and maintain social distancing wherever possible.
6. Where necessary, wear appropriate personal protective equipment (PPE).

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

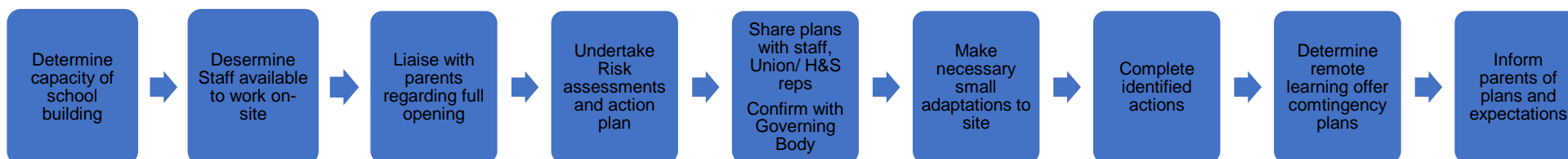
Number 6 applies in specific circumstances.

Response to any infection:

7. Engage with the NHS Test and Trace process.
8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
9. Contain any outbreak by following local health protection team advice.

Numbers 7 to 9 must be followed in every case where they are relevant.

Steps to full opening



Risk Matrix:

The table includes examples in grey, these are not exhaustive

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
1. Engagement and communication- risk assessment and planning							
1a	Risk assessment process fully engages staff, governing body and union representatives. Assessment and plan shared and communicated with stakeholders.	<i>Some parties do not engage with the process</i>	<i>L</i>	<i>Wider opening RA evaluated by H & S committee on 15/7/20. Full opening RA reviewed by H&S committee (Aug 2020). Plan shared and communicated in draft with staff in July 2020. Final plan to be shared with staff on 39/20 and with pupils during week beginning Mon 7/9/20. Weekly review and evaluation of plan by senior staff at deputy meeting.</i>	<i>MIB</i>	<i>Ongoing.</i>	<i>L</i>
2. Preparing Buildings and Facilities							
2a	Premises and utilities have been health and safety checked and building is compliant:	<i>Site Manager is unavailable</i>	<i>H</i>	<i>Two Facilities Manager's in place. Staggered rota. Deputy</i>		<i>Ongoing</i>	<i>L</i>

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	<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 	<p><i>Site has been closed for prolonged period</i></p> <p><i>Food remains in the freezer</i></p>	<p><i>L</i></p> <p><i>M</i></p>	<p><i>Headteachers can also open and close building.</i></p> <p><i>Facilities team have been in throughout and continue to monitor premises maintenance as normal</i></p> <p><i>Carry out a formal / recorded full pre-opening premises inspection.</i></p> <p><i>Determine with the catering staff / school meals service how left over frozen food should be dealt with and action as appropriate.</i></p>	<p><i>Facilities / DHT's</i></p> <p><i>Facilities</i></p> <p><i>Facilities</i></p> <p><i>PLA / Catering Team</i></p>	<p><i>Ongoing</i></p> <p><i>19/08/2020</i></p> <p><i>01/09/20</i></p>	<p><i>L</i></p> <p><i>L</i></p> <p><i>L</i></p>
2b	Office spaces re-designed to allow office-based staff to work safely.	<i>Office does not allow for adequate space between staff members, no windows for ventilation.</i>	<i>M</i>	<i>Office staff desks repositioned. Staff working from home until necessary where appropriate.</i>	<i>Facilities</i>	<i>22/08/20</i>	<i>L</i>
2c	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	<i>Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.</i>	<i>M</i>	<p><i>Staggered start for each year group. Separate Primary entrance through car park to be clearly marked.</i></p> <p><i>Carpark to be closed to staff and visitors between 8:30 to 9:40 in the morning and 14:45 to 15:40 in the afternoon</i></p>	<i>Facilities</i>	<i>01/09/20</i>	<i>M</i>

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
				<p><i>Lineup system will be in place at the start of the school day.</i></p> <p><i>Posters in place for the gates</i></p> <p><i>Hand sanitiser stations will be in place.</i></p> <p><i>Wall mounted hand sanitiser and safety screen in place at reception.</i></p>	<p><i>All Staff</i></p> <p><i>Facilities</i></p> <p><i>Facilities</i></p> <p><i>Facilities</i></p>	<p><i>12/08/20</i></p> <p><i>12/08/20</i></p> <p><i>12/08/20</i></p> <p><i>12/08/20</i></p>	
2d	Consideration given to premises lettings and approach in place.	<i>N/A</i>					
2e	<p>Necessary physical modifications completed:</p> <ul style="list-style-type: none"> • Use of hand driers risk assessed. Paper towels and foot operated lidded bins in place where necessary. • Lidded bins in classrooms and shared spaces. • Water fountains disconnected/ isolated. • Ventilation measures identified and safe use of air conditioning assessed. • Spaces in classrooms measured to facilitate maximum social distancing and tables, chairs placed appropriately, markings and barriers in place. 	<p><i>Staff, students and visitors not drying hands properly, potentially spreading harmful bacteria.</i></p> <p><i>Centralised ventilation system potentially spreading Covid-19 to different rooms.</i></p>	<p><i>L</i></p> <p><i>L</i></p> <p><i>L</i></p> <p><i>L</i></p> <p><i>L</i></p>	<p><i>Signage in place by all hand driers explaining the importance of thoroughly drying hands after washing</i></p> <p><i>Lidded bins have been sourced and will be in place</i></p> <p><i>Done</i></p> <p><i>The academy doesn't use a centralised system that recirculates air between different rooms. Natural ventilation increased via use of windows.</i></p> <p><i>Done</i></p>	<p><i>MDU</i></p> <p><i>Facilities</i></p> <p><i>Facilities</i></p> <p><i>MDU</i></p> <p><i>Facilities</i></p>	<p><i>01/09/20</i></p> <p><i>12/08/20</i></p> <p><i>26/05/20</i></p> <p><i>22/08/20</i></p> <p><i>22/08/20</i></p>	<p><i>L</i></p> <p><i>L</i></p> <p><i>L</i></p> <p><i>L</i></p> <p><i>L</i></p>

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
2f	Consideration given to the arrangements for any deliveries.	<i>Deliveries may be made during the time the car park is closed</i>	L	<i>Reception staff to monitor via intercom using social distancing. To advise delivery drivers to use main gate and leave by staff entrance.</i>	<i>RJO / Admin team</i>	<i>Ongoing</i>	L
3. Emergency Evacuations							
3a	<p>Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i></p> <p>Consideration given to Person/Pupil Emergency Evacuation Plan (PEEP) – buddies are assigned or reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<p><i>Current evacuation routes would cause multiple groups/ bubbles to come into contact. More appropriate alternatives are possible.</i></p> <p><i>Staff needing to work from home are current PEEP buddies and so reassignment necessary.</i></p>	<p>M</p> <p>N/A</p>	<p><i>Evacuation procedure to remain in place.</i></p> <p><i>Buddy system to be reviewed updated</i></p>	<p>PLA / JCH / AYO</p>	<p>01/09/20</p>	M
4. Cleaning, waste disposal and hand washing							
4a	Enhanced cleaning regime is in place in line with Covid19 cleaning in non-healthcare settings	<i>Cleaning Contract Provider cannot provide adequate cleaners due to illness or infection:</i>	H	<p><i>Two additional day cleaners have been agreed meaning that the academy will have 3 cleaners on site all day.</i></p> <p><i>Cleaning schedule for specialist rooms that will be</i></p>	<i>PLA / MDU / Pacific</i>	<i>Ongoing</i>	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
				<p><i>used by multiple year groups to be put in place.</i></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 handwash are to be checked and replaced as needed by day cleaners and cleaning staff</i></p> <p><i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</i></p>			
4b	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	<i>Cleaning staff may be self isolating or sick. PLA to liaise with Pacific to ensure that staffing is sufficient throughout</i>	<i>M</i>	<i>Cleaning contractor has multiple contracts and will be able to move staff around. They carry out COVID-19 tests on staff.</i>	<i>PLA</i>	<i>26/05/20 Ongoing</i>	<i>L</i>
4c	Procedures in place for cleaning of bodily fluids/ vomit- with appropriate PPE and disposal measures in line with guidance.	<i>Day cleaner not available</i>	<i>M</i>	<p><i>PPE packs in place. Day cleaners to have radio contact with staff. Facilities officers to assist where needed</i></p> <p><i>Contaminated waste bins in place</i></p>	<i>MSZ / TJO</i>	<i>26/05/20 Ongoing</i>	<i>L</i>

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
4d	<p>Adequate cleaning supplies, tissues and facilities around the school are in place.</p> <p>Supplies for wiping down and emergencies located in classroom and COSHH, risk assessment and safe storage. Arrangements for use by staff agreed.</p>	<p><i>No hand sanitiser for visitors to reception.</i></p> <p><i>Classrooms do not have tissues.</i></p> <p><i>Low supply of soap.</i></p>	<i>M</i>	<p><i>Hand sanitiser available at the school entrance</i></p> <p><i>Lidded bins in classrooms ordered</i></p> <p><i>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</i></p> <p><i>Anti-bacterial wipes in each classroom.</i></p> <p><i>Soap Dispensers at each classroom sink</i></p> <p><i>Facilities team to monitor stock levels</i></p>	<p><i>JJM / MDU</i></p> <p><i>JJM / MDU</i></p> <p><i>JJM / MDU</i></p>	<p><i>26/05/20 Ongoing</i></p> <p><i>12/08/20 – ongoing</i></p> <p><i>12/08/20 – ongoing</i></p>	<p><i>L</i></p> <p><i>L</i></p> <p><i>L</i></p>
4e	Arrangements for longer-term continual supplies are also in place.	<i>Supplies are limited due to high demand</i>	<i>M</i>	<i>Stock check and ordering schedule reviewed and order made. Use of multiple suppliers including utilising the cleaning contractor contacts</i>	<i>JJM / MDU</i>	<i>Ongoing</i>	<i>L</i>
4f	Sufficient time is available for the enhanced cleaning regime to take place.	<i>Volume of cleaning becomes too high for contractor to manage</i>	<i>M</i>	<i>Academy open 7am-7pm to allow cleaners to work after school closure.</i>		<i>01/09/20</i>	<i>L</i>
4g	Waste disposal process in place for potentially contaminated waste.	<i>Unable to dispose of contaminated waste</i>	<i>M</i>	<i>Designate room (Intake Room) to be used for holding contaminated waste for 72 hours</i>	<i>PLA / MDU</i>	<i>01/09/20</i>	<i>L</i>

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
				<i>MDU to source contaminated waste provider</i>			
4h	Process in place for safe removal and/or disposal of face masks in line with (PPE) guidance			<i>Yellow contaminated waste bins are available in the academy. Staff and Students to be encouraged to take their own masks home with them and dispose of them off site wherever possible</i>	<i>MDU</i>	<i>12/08/20</i>	<i>L</i>
4i	Clear hand washing procedures outlined for all groups and hot water and liquid soap readily available. Routine hand washing: <ul style="list-style-type: none"> on arrival and leaving school. before entering and leaving class during the day. before and after eating. Increased hand washing throughout the day in line with government guidance. Hand sanitiser available where necessary.	<i>Staff , children and visitors do not listen to guidance Possibility of running out of soap and cleaning materials</i>	<i>M M</i>	<i>Consumables have been ordered Staff and children will be reminded to wash hands. Posters in place Hand sanitizer in place at key areas</i>	<i>MDU / JJM All Staff MDU MDU</i>	<i>Ongoing Ongoing 12/08/20 26/05/20 Ongoing</i>	<i>L L L L</i>
5. Classrooms and outdoor space							
5a	Desks side by side, facing front, where age appropriate.	<i>Classroom sizes are too small to fit adequate number of students</i>	<i>M</i>	<i>Completed throughout</i>	<i>Facilities</i>	<i>22/08/20</i>	<i>L</i>
5b	Classrooms have been re/arranged to allow as much space between individuals as practical (2m where possible). Each pupil has their own identified desk.	<i>Classroom sizes are too small to fit adequate number of students</i>	<i>M</i>	<i>Classrooms have been re-arranged. Clear markers providing 2 meter space for teachers in each room</i>	<i>Facilities</i>	<i>22/08/20</i>	<i>L</i>

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	Arrangements for small group work facilitate social distancing for adults and children.						
5c	Classroom entry and exit routes have been determined and appropriate signage in place.	<i>Bubbles may come into contact with each other</i>	M	<i>Year Group bubbles, staircases and classrooms identified. Minimal student movement through the academy.</i>		01/09/20	M
5d	<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment should be limited to the bubble. Shared materials and surfaces should be cleaned and disinfected more frequently.</p> <p>Non-essential resources which are not easily washable or wipe-able have been removed (e.g. soft toys, dressing up clothes).</p> <p>Information posters are displayed in every classroom and outdoor spaces, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p> <p>Limit immediate sharing handling of equipment between adults and children (books etc) - items to be wiped down if possible. CYP informed not to bring in toys or other articles from home (other than water bottle).</p>	<p><i>Inappropriate sized equipment for smaller children in classroom</i></p> <p><i>Soft toys, cushions and beanbags in classroom B not easily washable.</i></p> <p><i>No COVID19 information posters currently in place. Limited reminders/ awareness for children.</i></p>	<p>L</p> <p>M</p> <p>L</p>	<p><i>Primary Classroom bubbles allocated individual resources</i></p> <p><i>Communal resources areas to be closed off (LRC, Book in a Nook etc...)</i></p> <p><i>Secondary Classrooms to be cleared of all non-essential equipment</i></p> <p><i>Posters in all classrooms, offices and communal areas. Walk through on 19/08/20 to double check areas</i></p>	<p>JCH</p> <p>Facilities</p> <p>Facilities</p> <p>MDU / H&S Committee</p>		<p>L</p> <p>L</p> <p>L</p>

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
5e	Plans in place to maximise safe use of outdoor space for outdoor education, exercise and breaks. Ensure that if used outdoor equipment is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read COVID-19: cleaning of non-healthcare settings	<i>Primary Outdoor apparatus to be cordoned off</i>	L	Outdoor, fixed play equipment to be out of use for the first half term. This will be reviewed in October	PLA / JCH / MDU	01/10/20	L
5f	Ventilation measures identified in each room. Air conditioning use assessed and used in line with HSE guidance: https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm Fire doors should not be propped open- longer term, automatic close fire doors could be considered.	<i>Poor quality ventilation could help spread infections</i>	M	<i>MDU to RA air con and ventilation</i> <i>Doors stops being sourced – PLA to discuss Bradley Group findings</i> <i>Facilities to open doors and windows daily</i>	<i>MDU</i> <i>JJM</i>	<i>25/08/2020</i> <i>28/08/20</i>	L
6. Staffing							
6a	Staffing numbers required for groups/bubbles have been determined including support staff such as facilities, IT, midday and office/admin staff. Plans ensure staff move between bubbles only as necessary and adopt prevention measures for doing so. PPA cover is organised to protect integrity of bubbles.	<i>Several members of staff fall ill</i> <i>Key member of staff absent from work</i>	<i>M</i> <i>M</i>	<i>Staff audit re available to work on-site from 3rd Sep 2020</i> <i>Ensure suitable member of staff is able to cover – TA or support staff and put in place training for such an occurrence</i>	<i>MIB/PLA</i> <i>MIB/JCH</i>	<i>16/7/20</i> <i>Ongoing</i>	<i>M</i> <i>M</i>
6b	Individual staff risk assessments carried out and informing arrangements for		H	<i>Lewisham RA completed and meetings with HR and line</i>	<i>HR/PLA</i>	<i>16/7/20</i>	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	individuals with increased vulnerabilities. Coronavirus - taking in to account underlying health conditions, pregnancy, BAME ethnicity aged 55+ and White European aged over 60. Assigned activities consider levels of social distancing and contact with as low a number of others as possible.			<i>managers have taken place to discuss working arrangements.</i> <i>New staff members to complete RA's on the first week back.</i> <i>This will be regularly reviewed</i>		<i>04/09/20</i>	
6c	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.	<i>Secondary shielding staff will need to teach children from several bubbles.</i>	<i>H</i>	<i>Currently awaiting further advice regarding staff that have been shielding.</i> <i>Will investigate ways of staff delivering lessons remotely from an empty classroom/office space.</i>		<i>03/09/20</i>	<i>M</i>
6d	Approach to staff absence reporting and recording in place. All staff aware.	<i>Will return to normal absence reporting procedures.</i>	<i>L</i>	<i>Regular reminders in weekly staff announcements and immediate follow up by HR when procedures not followed.</i>	<i>MIB</i>	<i>16/7/20</i>	<i>L</i>
6e	Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.	<i>High levels of staff sickness</i>	<i>M</i>	<i>Ensure all teaching assistants, support staff and teachers are aware they may be needed to provide last minute cover for colleagues.</i> <i>Ensure hall, canteen, sports hall and drama studio can be set up at short notice for supervision of several groups of pupils to minimise cover requirements</i>	<i>JCH & MIB</i> <i>PLA</i>	<i>3/9/20</i> <i>3/9/20</i>	<i>M</i> <i>M</i>

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
6f	<p>Assess transport arrangements for all staff and parking arrangements as required. Check LBL parking restrictions & inform staff https://lewisham.gov.uk/my services/parking/coronavirus-parking-restrictions-and-cpzs Coronavirus (COVID-19): safer travel guidance for passengers shared with all staff. Consideration of arrival times to encourage walking and cycling to work.</p>	<i>Car park to be used for access to primary phase by pupils and parents</i>	<i>M</i>	<p><i>Car park closed for all vehicles during primary arrival and dismissal.</i></p> <p><i>Travel guidance to be shared in Aug 2020 letter from MIB</i></p> <p><i>Parking and cycle spaces available for all staff working on site</i></p> <p><i>Flexible working hours can be requested</i></p>	<i>PLA</i>	<i>3/9/20</i>	<i>L</i>
6g	<p>Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable.</p>		<i>L</i>	<i>Staff dress code expectations shared with staff – no changes</i>	<i>MIB</i>	<i>3/9/20</i>	<i>L</i>
6h	<p>Approaches for meetings and staff training in place. All meeting arrangements ensure social distancing for adults, rooms are well ventilated and virtual meetings considered for larger groups. Use of outdoor space also considered where possible.</p>		<i>M</i>	<p><i>Hall to be used for standing staff briefings.</i></p> <p><i>Staff training to take place in hall and live streamed to drama studio.</i></p> <p><i>Meetings of 6 or less to take place in boardroom and MFL classroom to be used for numbers less than 15.</i></p> <p><i>Consideration given to using Zoom for some meetings.</i></p>	<i>MIB</i>	<i>3/9/20</i>	<i>L</i>

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
6i	Consideration given to staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision.		L	<i>Clear policy in place with expectations shared for all roles within the organisation.</i>	ETH & PLA	12/9/20	L
6j	Consideration given and consultation with staff regarding options for redeployment, changes to work times 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.	<i>Procedures not followed correctly when staff are in unfamiliar roles – training and close supervision required</i>	M	<i>TAs are required to cover primary groups as secondary specialist teachers cannot be used for PPA cover. They will be closely supervised by parallel teachers. In secondary phase support staff will be required to cover some independent learning sessions, support with line ups and patrol corridors during lesson changeover – training in place to support.</i>	JCH, AYO & ETH	3/9/20	M
6k	Approach to support wellbeing, mental health and resilience in place, including bereavement support. How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.	<i>Staff do not share concerns and/or access the support in place</i>	M	<i>Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements Staff are aware of where to access support for their own wellbeing. e.g. Health Assured https://www.healthassured.org/</i>	MIB RWA CHE	3/9/20 July 2020 3/9/20	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
6l	Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance. Process in place for use of limited number of self-testing kits.	<i>Staff do not follow the advice to be tested</i>	<i>M</i>	<i>HR to call any member of staff with suspected symptoms and give clear advice and then follow up with guidance on returning to work</i>	<i>HR</i>	<i>3/9/20</i>	<i>L</i>
6m	The approach for inducting new starters has been reviewed and updated in line with current situation.		<i>L</i>	<i>All new starters have visited school and had an induction session. Further sessions organised for new term.</i>	<i>HR & ETH</i>	<i>3/9/20</i>	<i>L</i>
6n	Return to school procedures are clear for all staff.	<i>Some staff may not have attended school in July 2020 and so not familiar with procedures.</i>	<i>L</i>	<i>All staff have been back at work for two weeks in July to support the RTW. Staff training sessions calendared for Sep. Line managers to walk groups of new staff through measures.</i>	<i>MIB</i>	<i>3/9/20</i>	<i>L</i>
6o	Arrangements to return any furloughed staff in place.			<i>Not relevant as no staff furloughed</i>			
6p	Any staff contracts that need to be issued, extended or amended considering the current situation have been.		<i>L</i>	<i>Training ongoing for new HR manager as in post from 16/3/20. All new staff contracts have been issued.</i>	<i>PLA</i>	<i>Ongoing</i>	<i>L</i>
6q	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been		<i>L</i>	<i>Staff records to be fully updated on SIMS</i>	<i>HR</i>	<i>3/9/20</i>	<i>L</i>

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	appropriately resolved or plan in place to resolve.						
6r	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared. NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.	<i>Unannounced visitors</i>	<i>L</i>	<i>Reception will only be open for visitors and parents with pre-arranged appointments. Check with the contractor any requirements their employer has specified before visit. Share school protocols.</i>	<i>PLA</i>	<i>3/9/20</i>	<i>L</i>
6s	Risk assessments in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared. The deployment of such staff must not breach the safety of bubbles.		<i>L</i>	<i>None of these sessions to begin until at least 22/9/20. Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which do not breach bubbles, maintain distancing, all equipment stringently cleaned.</i>	<i>PLA</i>	<i>12/9/20</i>	<i>L</i>
7. Group Sizes							
7a	All children are included in distinct groups/ 'bubbles' that do not mix and the number of children in each bubble is as small as possible.		<i>M</i>	<i>Across the school bubbles will be of year group size (ranging between 25 and 180). In the largest year groups (Y7 & Y8) pupils will be taught exclusively as one group with no setting arrangements. In secondary year groups will have their own zones across</i>	<i>MIB & JCH</i>	<i>16/7/20</i>	<i>L</i>

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
		<i>In primary phase toilets will be used by multiple year groups.</i>		<i>the school and their own set of toilets. Frequent cleaning of primary toilets.</i>			
7b	Staffing allocations to groups determined, minimising contact with multiple groups much as possible.	<i>Secondary staff may be exposed to all 5 year groups. Staff illness means changes to staffing of bubbles</i>	<i>M</i>	<i>Where possible secondary staff will teach only year 7 or year 8 however as we do not wish to compromise the quality and breadth of education on offer a few staff will have to teach all year groups. SLT & TAs will be used to cover staff absence</i>	<i>MIB & JCH</i>	<i>16/7/20</i>	<i>L</i>
8. Social Distancing							
8a	Arrangements for social distancing in place to defined: <ul style="list-style-type: none"> Staggered school drop off/pick up times (without reducing teaching time) and locations (if possible) with sufficient staff to monitor safe practices. Parents/carers drop off at school gate - no entry. 	<i>Only one entrance to the school</i>	<i>M</i>	<i>Staggered drop off and pick up times in place and parents informed they are not allowed on site and should not congregate. Signs in place. Secondary pupils to use the RHS pavement on St Joseph's Vale so no mix with primary pupils and their parents.</i>	<i>MIB & JCH</i>	<i>03/09/20</i>	<i>L</i>

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	<ul style="list-style-type: none"> Staggered or limited amounts of moving around the school/ corridors, one way systems where possible. Classroom design. Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches. Staffing rota developed to facilitate this. Markings in place for routes around school to minimise closer contact. Toilet arrangements- rota for use by 'bubbles', cleaning of surfaces in toilets after use by each bubble. Use of hand driers risk assessed. Paper towels and foot operated closed bin in place. 	<i>Secondary school curriculum means multiple teachers and classrooms</i>		<p><i>Teachers to collect/drop off pupils from line ups and escorted to specialist lessons. Secondary pupils in year groups zones with own classrooms, stairwells and corridors.</i></p> <p><i>Break and lunch times staggered in primary. Fully supervised staggered lunch break for secondary pupils by year group.</i></p> <p><i>Markings to support direction of movement.</i></p> <p><i>Primary pupils to share toilets by Key Stage and secondary by year group – enhanced cleaning regime in place.</i></p> <p><i>More closed bins ordered for all spaces and corridors.</i></p>			
8b	Approach to avoiding children and young people entering/leaving school congregating and breaching social distancing is in place.	<i>Pupils do not follow instructions from unfamiliar staff.</i>	<i>L</i>	<i>Primary and secondary pupils will be lined up on arrival after sanitising hands and latecomers then escorted separately to classrooms.</i>	<i>JCH & AYO</i>	<i>3/9/20</i>	<i>L</i>

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
8c	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches (age appropriate).	<i>Difficulties monitoring this - for example when moving around school and use of toilets</i>	<i>M</i>	<i>Pupils use toilets one at a time (per class) and regular corridor patrols.</i> <i>Use support staff to supplement staffing when pupils moving through corridors</i> <i>Expectations shared in COVID behaviour policy.</i> <i>Conversations with parents and other sanctions including exclusion from school if there are repeated, purposeful incidents</i> <i>Risks assessments and individualised approach in place for pupils who might struggle to follow expectations</i>	<i>JCH & AYO</i> <i>MHE & AYO</i> <i>MHE & AYO</i>	<i>2/6/20</i>	<i>L</i>
8d	Approach to assemblies – if still occurring, plan in place to manage social distancing.	<i>No house assemblies to take place as mixed year groups.</i>	<i>M</i>	<i>Assemblies are within year group bubbles only.</i> <i>Live streaming of whole school assemblies to classrooms.</i>	<i>KNU & SGU</i>	<i>3/9/20</i>	<i>L</i>
8e	Social distancing plans communicated with parents, including approach to breaches.		<i>L</i>	<i>Letters explaining procedures have been sent.</i>	<i>MIB</i>	<i>17/7/20</i>	<i>L</i>
8f	Arrangements in place for the use of the playground, including equipment. <i>NB: outdoor equipment should not be</i>		<i>M</i>	<i>Playground equipment will only be used by specific year groups as per their zone.</i>	<i>JCH</i>	<i>3/9/20</i>	<i>L</i>

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	<i>used unless it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.</i>			<i>Sports equipment will be labelled for year group use and cleaned after use by pupils.</i>			
8g	Social distancing arrangements for use of staff areas in place and shared spaces.		<i>M</i>	<i>Staff guidelines laminated card shared with staff at training session Signage in place. Staff room re-designated for primary staff to work in and library to be converted into secondary work space.</i>	<i>MIB</i>	<i>3/9/20</i>	<i>L</i>
9. Transport							
9a	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible. Coronavirus (COVID-19): safer travel guidance for passengers to be shared with parents and CYP as age appropriate.	<i>Many SMA pupils live some distance from the academy and will have to use two buses.</i>	<i>M</i>	<i>Information shared in July 2020. Will be resent on 3/9/20. Pupils will be reminded in start of term assembly. Pupils will not be allowed to use the bus to travel up Belmont Hill.</i>	<i>MIB</i>	<i>8/9/20</i>	<i>L</i>
9b	Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible. Arrangements in place with transport providers to support any staggered start/end times.			<i>Not applicable to SMA</i>			
9c	Support in place for CYP who have no alternative, to access public transport safely, adhering to social distancing protocols where possible.		<i>L</i>	<i>Emergency supply of face coverings. Guidance for pupils on use of face coverings and safe disposal.</i>	<i>PLA MIB</i>	<i>8/9/20</i>	<i>L</i>
10. Catering							

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
10a	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.			N/A			
10b	Arrangements for when and where each group will take lunch (and snack time if necessary) including hand washing are in place so that children do not mix with children from other groups.		M	Clear protocol for primary and secondary lunch times. To be shared with staff and pupils on the first day back	AYO / MIB	03/09/20	L
10c	Arrangements for food deliveries in place.						
11. PPE							
11a	PPE use understood and agreed with staff. Appropriate supplies in place at necessary points in the school. Long term approach to obtaining adequate PPE supplies in place. PPE located in classrooms where children require personal care and for the administering first aid. Emergency PPE for use to support children displaying symptoms where 2m cannot be maintained.	<i>Staff lack of knowledge in when and how to use PPE PPE Equipment may be in high demand and supplies may be difficult to maintain Face Covering usage around around the Academy</i>	M	<i>Staff that need it will be allocated PPE packs. Facilities team to run regular stock counts on PPE and cleaning materials Secondary – Face Coverings will not be worn in classes but if staff or pupils wish to wear them in communal areas such corridors or during lunch they must be worn correctly and looked after appropriately.</i>	<i>PLA Facilities</i>	<i>02/06/2020 Revisit 03/09 Ongoing</i>	<i>L L</i>

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
				<i>Face coverings should be black or blue. Face coverings can cause issues in communication and identification Primary – guidance advises against children wearing them.</i>			
11b	Risk assessments in place for individual pupils who need specific care which cannot be delivered whilst ensuring social distancing.			<i>KHO and HVY to identify list of students and complete all required RA's</i>	<i>HVY / KHO</i>	<i>04/09/20</i>	<i>L</i>
11c	PPE needs assessed and addressed for staff supervising entrances and exits - does distancing mean staff need masks to protect parents/ members of the public?	<i>Parents and the public may not respect social distancing</i>	<i>M</i>	<i>Reception area to be closed to the public. Primary staff to assist at the primary entrance. Only gate entrances to be supervised as the main entrance is managed by a fob system.</i>	<i>All staff</i>	<i>Ongoing</i>	<i>M</i>
12. Response to suspected/ confirmed case of COVID19 in school							
12a	Frequently share information with CYP parents, carers or any visitors, not to enter setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) and for parents to inform the school is anyone in the house is displaying symptoms.	<i>Children or visitors with symptoms may come in to the Academy</i>	<i>M</i>	<i>Notices at all entrances advising anyone with symptoms to not come in the building. Visitors should be discouraged from entering the building. Staff to look to conduct external meetings with people</i>	<i>MDU All Staff All Staff</i>	<i>01/09/20 Ongoing Ongoing</i>	<i>L</i>

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
				<i>via Zoom, phone or other means wherever possible</i>			
12b	<p>Approach to adults/children displaying COVID19 symptoms cases in place - during school day:</p> <ul style="list-style-type: none"> Which staff member/s should be informed/ take action, including staff where risk assessments identify heightened vulnerability to COVID19. Consideration of any pupils with heightened COVID19 vulnerability. 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. Emergency PPE available where 2m distance cannot be maintained. 		<p><i>M</i></p> <p><i>H</i></p>	<p><i>Risk assessments have been completed for all staff members. Potentially vulnerable staff members to COVID-19 have been identified.</i></p> <p><i>Anyone displaying symptoms will be asked to leave the building. If they are waiting to be collected they will be positioned in the Reception Meeting room.</i></p> <p><i>Day Cleaner will clean the meeting room and any room that the person displaying symptoms has been in contact with.</i></p> <p><i>Await advice from PH Lewisham</i></p> <p><i>PPE Equipment is in place</i></p>	<p><i>PLA / JST</i></p> <p><i>Admin / PLA</i></p> <p><i>Facilities</i></p> <p><i>MIB / PLA</i></p> <p><i>Facilities</i></p>	<p><i>30/06/20</i></p> <p><i>Ongoing</i></p>	<p><i>L</i></p> <p><i>M</i></p>
12c	Approach to confirmed COVID19 cases in place - outside of school hours:			<i>Await advice from PH Lewisham</i>	<i>MIB / PLA</i>		

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	<ul style="list-style-type: none"> Identified children/adults/bubbles/contacts advised on necessary action. Staff with heightened vulnerability considered and advised of necessary action. Approach to closing areas/ relocating CYP away from certain parts of the school to clean, if possible. Cleaning procedure in place. Arrangements for informing parent community in place. 						
12d	Process in place to engage with the Test and Trace and contract tracing process. <i>Refer to Lewisham PH and public health guidance for more information.</i>		<i>M</i>	<i>JST to engage with Track and Trace and refer to Lewisham PH if any known cases are at the Academy</i>	<i>JST / PLA</i>	<i>Ongoing</i>	<i>M</i>
13. Pupil Re-orientation - back into school after a period of closure/ being at home							
113	Approach and expectations around school uniform determined and communicated with parents.		<i>L</i>	<i>Letter sent to all parents stating uniform expectations.</i>	<i>MIB & JCH</i>	<i>15/7/20</i>	<i>L</i>
13c	Changes to the school day/timetables shared with parents.		<i>L</i>	<i>Letter sent to all parents stating changes to school day</i>	<i>MIB & JCH</i>	<i>15/7/20</i>	<i>L</i>
13d	All students instructed to bring a water bottle each day and/or arrangements for safe availability of drinking water confirmed and communicated to children and parents.		<i>L</i>	<i>Water bottle to be added to list of items to bring – sent to parents day before pupils start back</i>	<i>JCH & AYO</i>	<i>02/09</i>	<i>L</i>
13e	Approach to supporting CYP to discuss and reflect on their COVID19 experiences and preparing pupils for a return to academic work and new social		<i>L</i>	<i>Induction programme in place for all pupils.</i>	<i>JCH & AYO</i>	<i>8/9/20</i>	<i>L</i>

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	<p>situations is developed and shared by all teaching staff.</p> <p>This includes sharing experiences of those 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>						
13f	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.		<i>M</i>	<p><i>Regularly remind staff of possible indicators and referral process when they have concerns</i></p> <p><i>Wellbeing and mental health sessions planned for induction programme.</i></p>	<p><i>AYO</i></p> <p><i>AYO & JCH</i></p>	<p><i>8/9/20</i></p> <p><i>8/9/20</i></p>	<i>L</i>
13g	Re-orientation support for school leavers is developed.		<i>L</i>	<p><i>Programme completed for year 6.</i></p> <p><i>Arrangements in place for year 11 results day and support with post 16 options.</i></p>	<p><i>JCH</i></p> <p><i>CHE</i></p>	<i>16/7/20</i>	<i>L</i>
13h	<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. 	<i>Some families may not ask for help</i>	<i>M</i>	<p><i>Regular reminders sent to families via email regarding FSM eligibility.</i></p> <p><i>Announcements in newsletter about support available.</i></p> <p><i>CP officer in liaison with more vulnerable families and organising extra support.</i></p>	<i>AYO</i>	<i>Ongoing</i>	<i>L</i>

14. Remote education contingency plan

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
14a	Contingency plans for remote learning offer is are in place. Pupils with technology/access issues identified. Offer takes this in to account	<i>Bubble needs to self-isolate because of a positive case of COVID19.</i>	<i>L</i>	<i>Remote learning contingency available and ready to be 'switched-on' when needed.</i>	<i>ETH & JCH</i>	<i>12/9/20</i>	<i>L</i>
15. Transition - into new year group - What will need to be different this year because of COVID19?							
15a	Online/ website support for families and young people around transition.		<i>L</i>	<i>We are keeping in touch with new families (IAG, R and Y7) through newsletters, website and postcards/letters.</i>	<i>MIB</i>	<i>Ongoing</i>	<i>L</i>
15c	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. 		<i>L</i>	<i>Plans all in place and transition running smoothly.</i>	<i>SWI & JCH</i>	<i>26/7/20</i>	<i>L</i>
16. Safeguarding							
16a	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.	<i>CYP previously deemed to be safer at home and family are anxious about returning to school.</i>	<i>M</i>	<i>Review the CYP's risk assessment to identify any support or arrangements needed for their return to school.</i>	<i>AYO</i>	<i>3/9/20</i>	<i>L</i>

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
16b	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.		L	<i>Staff refresher training session on processes and procedures and the revised wellbeing material.</i>	AYO & JCH	3/9/20	L
16c	Updated Child Protection Policy in place.		L	<i>Adopted most recent Child Protection Policy</i>	AYO	3/9/20	L
16d	Work with other agencies, such as social care has been undertaken to support vulnerable CYP and families to return to school.	<i>Difficulties maintaining communication with other agencies</i>	M	<i>Regularly update external agencies on vulnerable pupils in particular with our difficulties in getting them to attend school. Detailed records are kept of all communication attempted.</i>	AYO & JCH	Ongoing	L
16e	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission. Assessment of measures needed and PPE use in cases where behaviour/SEND increases risk of transmission of bodily fluids (spitting/ sneezing etc.) and pupils requiring physical care.		M	<i>Review individual consistent management plans to ensure they include protective measures.</i>	AYO	3/9/20	L
17. . Curriculum / learning environment							
17a	Current learning plans, revised expectations and required adjustments have been considered.		L	<i>Amended plans in place across primary and secondary. Lesson structure adapted in secondary to reflect pupils not moving, less use of specialist classrooms and wider ability range. Staff are trained and supported in front of classroom delivery</i>	ETH& JCH ETH	3/9/20	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
				<i>style and aware of how best to provide students with additional support.</i>			
75b	<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. • Practical science lessons. • DT/ FT. 		<i>M</i>	<i>Secondary HOD to make adjustments to specialist lessons and produce SOP for each activity.</i>	<i>ETH</i>	<i>10/9/20</i>	<i>L</i>
17c	<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. 		<i>L</i>	<p><i>Rolling PHSE programme with a focus on wellbeing in the first half term for all year groups.</i></p> <p><i>Catch up funding currently being considered to ensure maximum impact.</i></p> <p><i>Expression of interest made for DFE catch up 'mentor' scheme.</i></p>	<p><i>SGU</i></p> <p><i>MIB</i></p> <p><i>MIB</i></p>	<p><i>10/9/20</i></p> <p><i>Ongoing</i></p> <p><i>21/7/20</i></p>	<i>L</i>
17d	<p>Student behaviour policy reviewed and amended where necessary in line with the current circumstances. See: Behaviour and Discipline in Schools guide</p> <p>DfE behaviour and attendance checklist completed.</p>		<i>M</i>	<i>Amendments have been made and will be published to staff in Sep along with training on staff CPD days.</i>	<i>AYO</i>	<i>3/9/20</i>	<i>L</i>

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
18. CYP with SEND							
18a	Approach to provision of the elements of the EHCP including health/therapies.	<i>Not all services available</i>	<i>L</i>	<i>Mentoring and drama therapy to be accessed by students in need and progress monitored weekly- may be done remotely. Other agencies to be contacted to find out their offer.</i>	<i>HVY and KHO</i>	<i>3/9/20</i>	<i>L</i>
18b	Annual review plan in place.	<i>All stakeholders not able to meet to conduct the review as per the norm. Observations and target review not being reviewed in the normal school setting.</i>	<i>L</i>	<i>Modified process, will conduct review either on site or via zoom depending on family preference.</i>	<i>HVY and KHO</i>	<i>Ongoing</i>	<i>L</i>
18c	Requests for assessment plan in place.	<i>Assessments of pupils by external agencies will not be able to take place Evidence building for EHCNA applications may not be able to take place</i>	<i>L</i>	<i>School to continue to work with external agencies and meetings will take place with the family over Zoom/ on site EHCNA requests will continue for pupils that have been highlighted as having a high level of need. Where possible, external agencies will contribute.</i>	<i>HVY and KHO</i>	<i>Ongoing</i>	<i>L</i>

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
18d	Consider any CYP who may need support with their return to school and consult with the family and other agencies involved. Including any support required for CYP to understand new rules i.e. social distancing.		M	<i>Pupils identified. Academy staff to maintain regular contact and provide one to one visits to support with return. Maintain regular contact with other agencies involved.</i>	<i>HVY and KHO</i>	<i>3/9/20</i>	<i>L</i>
19. Attendance							
19a	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.		L	<i>Pupils have been identified and plan in place to support return back to school.</i>	<i>JCH & AYO</i>	<i>16/7/20</i>	<i>L</i>
19b	Approach to support for parents where rates of PA were high before lockdown.		L	<i>Pupils have been identified and plan in place to support return back to school – will include programme of home visits in Sep by attendance manager.</i>	<i>JCH & AYO</i>	<i>16/7/20</i>	<i>L</i>
20. Communication							
20a	Risk assessments/planning shared with staff. Information around the full opening plan, amendments to usual working patterns/practices and groups shared		L	<i>Broad plans shared with staff in July. Final plans shared with staff before return (via email). Staff briefing on changes on 3/9/20</i>	<i>JCH, PLA & MIB</i>	<i>3/9/20</i>	<i>L</i>
20b	Governors consulted on full opening plans.		L	<i>RA and plans to be shared before opening once H&S committee have agreed RA.</i>	<i>MIB</i>	<i>Aug 2020</i>	<i>L</i>
20c	Union representatives consulted on full opening plans.		L	<i>A part of H&S committee</i>	<i>PLA</i>	<i>Aug 2020</i>	<i>L</i>
20d	Risk Assessment published on website, where more than 50 staff.		L	<i>Due to publish by 3/9/20</i>	<i>MIB</i>	<i>3/9/20</i>	<i>L</i>
20e	Communications with parents on the: <ul style="list-style-type: none"> Plan for full opening. 	<i>Not all parents read the</i>	L	<i>Letters sent to all year groups week beg 13/7/20.</i>	<i>MIB</i>	<i>Ongoing</i>	<i>L</i>

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	<ul style="list-style-type: none"> Social distancing plan. Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning. Attendance. Uniform. Transport. Behaviour. Test and trace. Staggered start and end times. Expectations when in school and at home (if self-isolating is necessary). 	<i>information provided.</i>		<i>Follow up emails on 4/9/20 and text messages. Website to have summary information on front page.</i>			
20f	Pupil communications around: <ul style="list-style-type: none"> Changes to timetable. Social distancing arrangements, hand washing and other preventative measures. Staggered start times. Expectations for behaviour when in school and at home (if self-isolating is necessary). Travelling to and from school safely. 	<i>Children absent when messages shared</i>	<i>M</i>	<i>Assemblies delivered on first day back to all pupils.</i> <i>Daily messages and reminders will be shared with pupils when on site</i>	<i>MIB & JCH</i> <i>AYO & JCH</i>	<i>Week beg 8/9/20</i> <i>Ongoing</i>	<i>L</i>
21. Governors/ Governance							
21a	Meetings and decisions that need to be taken prioritised.		<i>L</i>	<i>Virtual governing body meetings.</i>	<i>MIB</i>	<i>Ongoing</i>	<i>L</i>
21b	Governors are clear on their role in the planning for full opening of school, including support to leaders.		<i>L</i>	<i>NGA literature circulated by clerk</i> <i>Clear direction given by COG to governing body</i>	<i>Clerk to Governors</i> <i>PBA</i>	<i>Ongoing</i>	<i>L</i>

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	Approach to communication between Leaders and governors is clear and understood.						
21c	Governors prepared for start of school year (clerking, etc.).		L	All preparations in place	PBA	July 2020	L
22. School events, including trips							
22a	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.		L	Calendar in place. No trips to take place in September. Considering trips that require no use of public transport for Oct 2020.	SGU	3/9/20	L
23. Finance							
23a	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.			Yes			
23b	Insurance claims, including visits/trips booked previously followed up.	Risk that deposits are non-refundable	L	Ensure that all claims have now been made.	PLA	Aug 2020	L
23c	Any changes agreed with contracted services, such as: <ul style="list-style-type: none"> Cleaning. IT support. Catering. 						
23d	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.						
24. Before and after school clubs							
24a	Approach in place for before/after school clubs implementing the		L	No clubs planned in secondary phase for September. SGU to	SGU	15/9/20	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	<p>necessary protective measures and considering school day bubbles.</p>			<p><i>plan for a programme for KS3 from Oct.</i></p> <p><i>Breakfast club will commence w/c 21/09/20</i></p> <p><i>Pupils will be met at primary gate at 07:30 by supervising adult and led to the primary hall adhering to social distancing measures.</i></p> <p><i>Pupils will be on tables in class bubbles. Each bubble will have their own equipment that will be sanitised at the end of each session.</i></p> <p><i>Pupils will wash and or sanitise their hands before entering and leaving the primary hall.</i></p> <p><i>Breakfast will be brought to the children by supervising adults.</i></p> <p><i>Pupils will be led to their class bubbles and supervised and supervised by TA's at 08:50am</i></p> <p><i>Primary After School Clubs will begin w/c 28/09/20</i></p>			

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
				<p><i>Clubs will be held in class bubbles led by class teacher and TA.</i></p> <p><i>Afternoon Sports Club will be run on a class / year bubble rota. Each class will have their own set of equipment which will be sanitised after use.</i></p> <p><i>Activities will take place outside whilst practicing social distancing guidance.</i></p>			

Appendix 1 – Trade Unions’ planning guide and checklists (for information)

NEU/GMB/UNISON/Unite commentary and checklist
[NEU/GMB/UNISON/Unite commentary and checklist](#)