

## COVID19: Risk Assessment and Action Plan from September 21

**SCHOOL NAME:** Boreham Primary School

**OWNER:** Ian Bowyer (Headteacher)

**DATE:** September 1<sup>st</sup> 2021

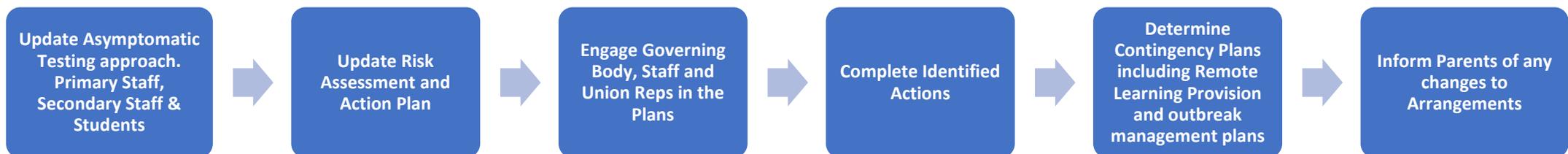
### Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place following the end of restrictions in July and changes to self-isolation protocols in August, to 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'

### Risk Assessment for Full Re-opening:



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The below table has been updated to remove any control measures which are no longer required by the DFE guidance following the ending of restrictions in July and changes to self-isolation protocols from August.

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Who & When	Risk Level Post-Action
<b>Engagement in Risk Assessment and Planning</b>	Risk assessment process fully engages staff, governing body and union representatives.	<b>Staff absence through shielding / self-isolation / illness may inhibit engagement.</b>	<b>M</b>	The risk assessment and action plan was shared with all staff and Governing Body (Sept 21). The risk assessment is reviewed regularly and updated accordingly and sent to all staff and governors. Parents can find the risk assessment published on the school's website.  Letter to parents confirming all return to school arrangements was sent out at the end of the summer term and again before the new academic year commenced.	<b>Headteacher</b>	<b>L</b>
<b>Site Arrangements</b>	Consideration given to premises lettings and approach in place.	<b>Risk assessment for any lettings reviewed to ensure they are aligned with guidance.</b>	<b>NA</b>	<i>No lettings currently.</i>	<b>School Business Manager</b>	<b>NA</b>

	Consideration given to the arrangements for any deliveries.	<i>Deliveries arrive during school day and delivery people are not clear what the school's approach to entering the school premises is.</i>	<b>M</b>	<p>Clear signage at front of school. When making contact with suppliers ensure a time is given for a delivery and ensure they know the schools procedures.</p> <p>Kitchen deliveries will all be taken via back gate. Either caretaker or member of Admin team take receipt of all other deliveries in main reception area.</p>	<b>Admin Team &amp; Caretaker</b>	<b>L</b>
<b>Emergency Evacuations</b>	<p>Evacuation routes are confirmed, and signage accurately reflects these.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<i>New staff are not aware of the evacuation procedures.</i>	<b>M</b>	<p>Evacuation routes have been updated following ending of bubbles – this may be returned to pre COVID19 arrangements. Our well-established evacuation procedure has been revised fully with all staff.</p> <p>All class teachers to remind their pupils of the correct evacuation procedures and expectations.</p> <p>Individualised risk assessment (includes parental agreement) for 1 child who may need carrying in the event of an evacuation due to fatigue.</p>	<b>All Staff and Pupils</b>	<b>L</b>

<p><b>Cleaning and waste disposal</b></p>	<p>Enhanced cleaning regime is in place in line with <a href="#">COVID19: Cleaning in non healthcare settings guidance</a>.</p> <p>Cleaning staff capacity is adequate to enable enhanced cleaning regime.</p> <p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p> <p>Sufficient time is available for the enhanced cleaning regime to take place.</p>	<p><b><i>Caretaker is unavailable or member of contracted cleaning staff is unable to work due to illness.</i></b></p> <p><b><i>Lack of cleaning equipment.</i></b></p> <p><b><i>No hand sanitiser for visitors to reception.</i></b></p> <p><b><i>Classrooms do not have tissues.</i></b></p> <p><b><i>Low supply of soap.</i></b></p>	<p><b>M</b></p>	<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 hand wash are to be checked and replaced as needed by the caretaker.</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p> <p>Planned regular deliveries of cleaning equipment.</p> <p>X3 cleaners employed daily from 3:30 – 5:30pm and cleaning undertaken when minimal staff on site. Any additional cleaning required during school day will be undertaken by the <b>Caretaker and support staff</b>.</p> <p>All internal doors to be wedged open during the day in order to minimise contact with door handles.</p>	<p><b><i>Regular checks made by Caretaker and Premises Manager and Head teacher.</i></b></p> <p><b><i>Any staff must immediately text the caretaker in first instance or phone main office.</i></b></p> <p><b><i>Daily checks of toilets/sinks carried out by Caretaker.</i></b></p> <p><b><i>All classes have an external phone to call the main office should they be running low of relevant supplies.</i></b></p>	<p><b>L</b></p>
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				<p>Hand sanitiser available at the school entrance.</p> <p>Lidded bins in classrooms Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach.</p> <p>Large supply of anti-bacterial wet-wipes.</p>		
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	<p>Waste disposal process in place for potentially contaminated waste.</p> <p>Process in place for safe removal and/or disposal of face masks.</p>	<p><b><i>Bins overflow.</i></b></p> <p><b><i>Bins do not have lids on.</i></b></p> <p><b><i>Supplies of bin-bags are low.</i></b></p>	<p><b><i>M</i></b></p> <p>All classes have lidded bins. All contents will be double bagged.</p> <p>Disposal of all waste will be carried out daily after school. If a bin requires emptying during the day, then the caretaker will be contacted to do so.</p> <p>No waste bags to be stored in backdoor lobby area adjacent to Head teacher's office.</p> <p>Face masks and aprons and disposable gloves will be required to be used for administering first aid or intimate care.</p> <p>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</p> <p>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</p>	<p><b><i>All Staff Caretaker Cleaning Staff</i></b></p>	<p><b><i>L</i></b></p>
<p><b>Classrooms</b></p>	<p>Classrooms have appropriate ventilation arrangements.</p>	<p><b><i>Windows are not opened in classrooms.</i></b></p>	<p><b><i>M</i></b></p> <p>Ensure that the classrooms and other rooms (ie) staffroom, remain a suitable temperature, whilst maintaining as much ventilation as possible. Open</p>	<p><b><i>All Staff</i></b></p>	<p><b><i>L</i></b></p>

				<p>windows when the classroom is not in use i.e. break and lunch times, before and after school.</p> <p>Internal classroom doors to remain open during the day.</p> <p>Daily internal premises checks and any deficiencies are reported to the caretaker / main school office immediately.</p>		
<b>Staffing</b>	Approach to staff absence reporting and recording in place. All staff aware.	<b>Staff illness may mean that staffing levels change.</b>	<b>M</b>	<p>SLT reviews staffing capacity on an ongoing basis and meets formally on a weekly basis.</p> <p>All staff aware of how to report absence and to whom.</p>	<b>All Staff School Business Manager</b>	<b>L</b>
	<p>Risk assessments in place for those staff who are clinically extremely vulnerable, and appropriate arrangements for mitigating risk are identified.</p> <p>Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.</p>	<p><b>A member of staff is classed as clinically vulnerable.</b></p> <p><b>Staff who have exhibited any form of anxiety.</b></p> <p><b>A staff member falls pregnant.</b></p>	<b>L</b>	<p>Shielding is no longer in place. Clinically extremely vulnerable staff and/ or students will have risk assessments which identify any specific adjustments to allow them to attend on site.</p> <p>Any staff who have previously been absent from work due to stress and anxiety will</p>	<b>School Business Manager &amp; Headteacher</b>	

				require an individual risk assessment, initially through a face to face meeting and regular reviews.		
	Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision agreed and communicated.	<b>Staff may not have enough time to set remote learning.</b>	<b>M</b>	<p>The school has published its full remote learning offer on its school website Year group isolation packs are also published on class pages on school website.</p> <p>The school has a named member of staff who has responsibility for remote provision.</p> <p>Additional PPA time will be allocated to allow time to set home learning and communicate with pupils.</p>	<b>Deputy Headteacher</b>	<b>L</b>
	<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><b>Pupils, staff and parents may return to school in September with anxieties and family attachment issues.</b></p> <p><b>Time is not set aside to check on staff wellbeing.</b></p>	<b>M</b>	<p>All staff continue to have the option of further support from Rev Emma Wylie.</p> <p>Governing Body well-being Committee to continue to meet regularly.</p> <p>X2 weekly morning staff communication meetings, weekly staff meeting, regular Headteacher email updates.</p>	<p><b>All Staff</b></p> <p><b>FGB Well-Being Committee</b></p> <p><b>Headteacher</b></p>	<b>L</b>

			<p>Fortnightly planned TA / MDA team meetings.</p> <p>Weekly newsletter to celebrate school successes and thank members of the school community. Newsletter will include relevant signposts for further support at local and national level too.</p> <p>Annual Staff well-being survey / stress assessments</p> <p>Weekly Star Certificates &amp; Awards</p> <p>School Counsellor to provide 1:1 sessions</p> <p>Trauma Perceptive Practice Training</p> <p>Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service  <a href="https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx">https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx</a></p>	<p><b>Support Staff</b></p> <p><b>All Staff</b></p> <p><b>Headteacher</b></p> <p><b>All Staff</b></p> <p><b>School Counsellor</b></p> <p><b>Headteacher &amp; SENCO to lead for all staff.</b></p> <p><b>SBM</b></p>	
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				The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements	<b>SBM</b>	
Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.	<p><b><i>Staff are not aware how to access the NHS Track and Trace guidance.</i></b></p> <p><b><i>Self-testing kits are not made available to the school.</i></b></p>	<b>M</b>	<p>Ensure we communicate any up to date NHS Track &amp; Trace guidance to all staff, governors and volunteers.</p> <p>The school has registered online so it can purchase additional self-testing kits for its staff when required.</p> <p>Staff to be given access to testing if they believe that have symptoms of COVID-19. Provide time for staff to attend testing if during school hours.</p>	<b>SBM</b>	<b>L</b>	
<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>	<p><b><i>Externally employed adults attend school and raise the risk of transmission by increasing the number of adults on site and mixing with a range of children.</i></b></p> <p><b><i>Contractors on site /visitors may not be aware of our school's protocols and expectations.</i></b></p>	<b>M</b>	<p>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</p> <p>Upon arrival at the school, all visitors / contractors have to confirm upon arrival using the school's INVENTORY system that they are not displaying any Covid related symptoms.</p>	<b>Admin Team / Caretaker</b>	<b>L</b>	

				<p>All deliveries access the main reception where they will be received by either a member of the school admin team or the caretaker. The school will do its utmost to ensure that all deliveries do not occur during drop off and collection times.</p> <p>Cleaning staff access the school site daily at the end of the school day via the main reception when children have left the premises.</p> <p>All contractors are expected to report to the main reception area in the first instance.</p> <p>Limited number of volunteers on school premises.</p> <p>Virtual school tour available for prospective parents on website. Specific days for new parent tours which will be conducted in small groups.</p>		
	<p>Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.</p>	<p><i>Externally employed adults may not be aware of our school's protocols and expectations.</i></p>	<b>M</b>	<p>Peripatetic Music teachers for piano and guitar have been allocated a specific area within the school to use.</p>	<b>Mrs King</b>	<b>L</b>

				<p>All external sporting coaches will be provided with clear guidance before they commence a club.</p> <p>Meetings involving LA representatives can be carried out via Zoom (EHCHNA, Specific Transition Annual Reviews, La directed meetings, SEND Cluster)</p> <p>School Counsellor to only see individual clients and not small groups.</p>	<p><b>PE Lead / Mrs Worgan</b></p> <p><b>SENCo</b></p> <p><b>School Counsellor</b></p>	
<b>Catering</b>	Arrangements for the continued provision of FSMs for eligible children not attending school due to self-isolation are in place.	<b><i>In-sufficient staffing</i></b>	<b><i>M</i></b>	<p>Our catering providers, will provide a full school meal entitlement.</p> <p>If at any point the usual menu offer has to be reduced, modified, then this will be communicated to parents via our school admin team.</p>	<p><b><i>SBM Catering Team</i></b></p> <p><b><i>Admin Team to ensure that all necessary school meal information and menus are communicate to parents.</i></b></p>	<b><i>L</i></b>
<b>PPE</b>	PPE requirements understood and appropriate supplies in place.	<b><i>Supplies of PPE are low.</i></b>	<b><i>M</i></b>	<p>When dealing with injuries to children, providing intimate care and if a pupil or adult is ill and they display <a href="#">symptoms</a> similar to Covid-19, staff working within the school <b>will be</b> required to wear appropriate forms of PPE.</p>	<b><i>Hazel King to ensure that adequate PPE supplies are available.</i></b>	<b><i>L</i></b>

				Staff have been given the option to wear a face mask when walking around the school and when in communal areas.		
<b>Response to suspected/ confirmed case of COVID19 in school</b>	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> <li>• Which staff member/s should be informed/ take action</li> <li>• Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated</li> <li>• Cleaning procedure in place</li> <li>• Arrangements for informing parent community in place</li> </ul>	<b><i>Members of staff / children do not isolate accordingly.</i></b>	<b><i>M</i></b>	<p>If a pupil begins to display symptoms of COVID19 during the day, they are isolated and parent is called immediately. They wait to be collected in the lobby area adjacent to the Music room, overseen by the Classroom TA. In the absence of a Classroom TA, another member of support staff will be identified. To remain outside the lobby area to oversee the child.</p> <p>Once the child has left the premises, the lobby area will be cleaned down and where the child was sitting in class too.</p> <p>Any staff member who begins to display symptoms of COVID19 during the day, immediately informs Mrs Powell or in her absence another member of the SLT and leaves the site as soon as possible.</p> <p>As and when necessary, the male adult toilet, directly</p>	<b><i>All Staff</i></b>	<b><i>L</i></b>

				<p>opposite the HT's office will be made the designated toilet.</p> <p>Individuals are asked to seek a PCR test as soon as possible, reporting the result to Mrs Powell.</p> <p>Close contacts are identified by NHS test and trace if the individual has confirmed case.</p>		
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> <li>• Cleaning procedure in place</li> <li>• Arrangements for informing parent community in place</li> </ul>			<p>Close contacts are now identified by NHS test and trace following a confirmed case.</p> <p>Those who have been double vaccinated or under 18 do not need to isolate but asked to take a PCR instead.</p> <p>School will contact Essex Test and Trace team / Public Health for advice as and when required.</p>		
<b>Remote Education Plan</b>	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.	<b><i>Staff may not have enough time to set remote learning.</i></b>	<b><i>M</i></b>	The school has published its full remote learning offer on its school website Year group isolation packs are also published on class pages on school website.	<b><i>Deputy Head teacher</i></b>	<b><i>L</i></b>

				<p>The school has a named member of staff who has responsibility for remote provision.</p> <p>Additional PPA time will be allocated to allow time to set home learning and communicate with pupils.</p>		
	Technology support in place. DFE laptop allocation ordered, for contingency purposes.	<i>Some families do not have the appropriate technology to enable them to access remote learning.</i>	<b>M</b>	<p>DFE laptops have been ordered and the school has a healthy supply.</p> <p>Families have been identified who this potentially could affect in the future.</p>	<b>SBM / ICT Technician</b>	<b>L</b>
<b>Safeguarding</b>	<p>Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.</p> <p>Updated Child Protection Policy in place.</p>	<p><i>New staff are unaware of safeguarding procedures.</i></p> <p><i>Existing staff have forgotten all/some of our procedures for safeguarding as they haven't been in school.</i></p> <p><i>There is an increase in the number of children who need to be supported. Child Protection policy doesn't reflect current situation.</i></p>	<b>M</b>	<p>Annual safeguarding training – Sept 2021</p> <p>All staff know how to use online reporting system, CPOMS.</p> <p>Half termly lead safeguarding officers review meeting.</p> <p>School employs its own School Counsellor, trainee counsellor and a specialist behaviour and nurture teacher to support targeted individual and small groups.</p> <p>Adopted most recent Child Protection Policy – Sept 2021.</p>	<p><b>All Staff</b></p> <p><b>Safeguarding Officers</b></p> <p><b>School Counsellor</b> <b>Trainee Counsellor</b> <b>Specialist Teacher</b></p>	<b>L</b>

	<p>Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP and families to complete risk assessments and planning.</p>	<p><b><i>Staff absence / shortages.</i></b></p>	<p><b><i>M</i></b></p>	<p>All four members of the SLT are DSL trained.</p> <p>Lead safeguarding officers meet regularly to review all vulnerable children.</p> <p>SENCo / Deputy DSL has maintained regular contact with all vulnerable pupils and their families on a regular basis since the end of March 2020 and continues to do so.</p> <p>School Nurse is available to support the school and its families.</p> <p>Social Care and other agencies are able to meet online if necessary.</p>	<p><b><i>Lead Safeguarding Officers</i></b></p> <p><b><i>SENCo</i></b></p> <p><b><i>School Nurse</i></b></p> <p><b><i>External Agencies &amp; School</i></b></p>	<p><b><i>M</i></b></p>
	<p>Where physical contact is required in the context of managing behaviour.</p>	<p><b><i>Protective measures not in place for individual children.</i></b></p>	<p><b><i>M</i></b></p>	<p>All individual consistent management plans to be reviewed regularly to ensure that they include protective measures. All staff affected and parents have been given copies of the plans.</p>	<p><b><i>SENCo</i></b></p>	<p><b><i>L</i></b></p>

	<p>Current learning plans, revised expectations and required adjustments have been considered.</p> <p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> <li>• Wellbeing curriculum</li> <li>• recognising ‘non-curriculum’ learning that is being done at home</li> <li>• capturing pupil achievements/ outcomes</li> <li>• utilising the DFE ‘catch-up’ funding and programmes</li> </ul>	<p><i>Curriculum is not broad, enriching and balanced and moves children to more formal learning too quickly and alienates children, not taking account of their past experiences during lockdown.</i></p>	<p><b>M</b></p> <p>New School Improvement Plan shared with all staff – Sept 2021.</p> <p>Year group curriculum plans revised.</p> <p>SENCo &amp; Headteacher leading on TPP training module for all staff.</p> <p>Whole school celebration assembly.</p> <p>Weekly newsletter shares pupil and staff achievements and successes.</p> <p>PSHE to be re-named ‘Health &amp; Well-Being’ with children.</p> <p>Children’s Health Project lessons and Active Maths initiative.</p> <p>Daily Mile</p> <p>Sporting Icons and new pupil life-skills passport.</p> <p>Our extra-curricular provision entitlement.</p> <p>Head teacher’s ‘Hot Chocolate Friday’</p>	<p><b>All Staff</b></p>	<p><b>L</b></p>
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				<p>Reading and Spelling age tests to be re-administered.</p> <p>Fast Maths Baseline.</p> <p>Individuals and small groups identified to attend 'catch up' sessions.</p> <p>Termly Pupil Progress meetings</p>		
	<p>Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.</p> <p>Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.</p>	<p><b><i>A child accidentally / persistently does not follow our positive behaviour management policy, and, as a result, endangers themselves, other pupils and staff.</i></b></p>	<p><b><i>M</i></b></p>	<p>Policy has been reviewed and shared with all staff and pupils.</p> <p>Class Charters Sept 2021</p> <p>All staff to ensure that Behaviour Reflection Forms are used as and when required and report any behavioural related pupil issues on CPOMS.</p> <p>Computing Curriculum – Online Safety Autumn Term 21</p> <p>Weekly online safety tip in school newsletter and</p>	<p><b><i>All Staff</i></b></p> <p><b><i>Class Teachers &amp; Children</i></b></p> <p><b><i>All Staff</i></b></p> <p><b><i>Class Teachers</i></b></p> <p><b><i>Headteacher</i></b></p>	<p><b><i>L</i></b></p>

				monthly online safety newsletter.		
<b>Attendance</b>	<p>Approach to promoting and supporting attendance for all-pupils determined, including those who may be anxious.</p> <p>Approach to support for parents where rates of persistent absence were high before closure.</p>	<p><i>Children and/or parents are reluctant to attend school.</i></p> <p><i>Parents take term time holidays.</i></p>	<b>M</b>	<p>Return to school details shared clearly.</p> <p>School Attendance policy is up to date and published on school website and parents receive attendance reminders and updates regularly.</p> <p>Potential vulnerable pupils have already been identified for either individual or small group counselling sessions with the School Counsellor / Trainee Counsellor / Specialist Teacher</p> <p>Phone calls will be made to specific families prior to returning to school.</p> <p>Continue to review all pupil school attendance on a regular basis.</p> <p>Class Attendance Award and Termly pupil certificates</p>	<p><b>Headteacher</b></p> <p><b>Headteacher &amp; School Attendance Officer</b></p> <p><b>SLT</b></p> <p><b>SENCo</b></p> <p><b>Headteacher &amp; School Attendance Officer</b></p> <p><b>School Attendance Officer</b></p>	<b>L</b>

<b>Communication</b>	Information shared with staff around the updated plan, including returning to some pre COVID arrangements and some new arrangements – as appropriate. Union representatives informed of updated plans. Updated Risk Assessment published on website.	<i><b>Unions raise concerns and adaptations expected.</b></i>	<b>M</b>	Risk Assessment / Action Plan shared with all staff and published on school website for all parents / visitors.  Regular staff communication meetings.  Contact Essex HR for support and advice as and when required.	<b>Headteacher</b>  <b>All Staff</b>    <b>SBM</b>	<b>L</b>
	Communications with parents on the: <ul style="list-style-type: none"> <li>Revised plans, any control measures that remain in place and any that have ceased</li> <li>Contingency plans</li> <li>Outbreak management plans</li> <li>Wellbeing/ pastoral support</li> </ul>	<i><b>Parents do not receive communication.</b></i>  <i><b>The school's expectations are not adhered to.</b></i>	<b>M</b>	Details of key arrangements, covering all aspects, for the full reopening of the school have been sent out to all parents and staff.  Weekly School Newsletter  Full remote learning offer published on school website.	<b>Headteacher</b>      <b>Deputy Headteacher</b>	<b>L</b>
	Pupil communications around: <ul style="list-style-type: none"> <li>Revised plans, any control measures that remain in place and any that have ceased</li> <li>Contingency plans</li> <li>Outbreak management plans</li> </ul>	<i><b>Pupils and parents are not aware of the plans and key changes that have been made.</b></i>	<b>M</b>	Class Teachers to go through Revised plans and expectations, key rotas and devise class charter as well as revisiting positive behaviour	<b>Class Teachers</b>	<b>L</b>

	On-going regular communication plans determined to ensure parents are kept well-informed			management policy with their classes.  Weekly Newsletter and additional parent communication emails as and when required.	<b>Headteacher</b>	
<b>Governors/ Governance</b>	<p>Governors have oversight of plans and risk assessments.</p> <p>Approach to communication between Leaders and governors is clear and understood.</p> <p>Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. <i>Refer to Headteacher wellbeing materials.</i></p>	<b><i>Governors are unable to fulfil their statutory duties effectively as they are not able to visit the school.</i></b>	<b>M</b>	<p>Updated risk assessment and action plan and new SIP all shared with FGB members.</p> <p>FGB meetings for the new academic year have been agreed. Meeting are all face to face.</p> <p>FGB have attended Annual Safeguarding Training.</p> <p>Annual Safeguarding Action Plan and FGB Monitoring Schedule reviewed by FGB every half term.</p> <p>Head teacher and Cof Gobs meet at least once fortnightly.</p> <p>Relevant DfE and LA updates are sent out to FGB.</p> <p>Minutes of FGB meetings includes a key action timeline.</p>	<b>Head teacher &amp; FGB</b>	<b>L</b>

				<p>FGB Sub Committee Well Being Group.</p> <p>Headteacher half termly report to FGB.</p> <p>Headteacher PMR</p>		
<b>Finance</b>	<p>Additional costs incurred due to COVID19 are understood and clearly documented.</p> <p>Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM.</p> <p>Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.</p>	<p><i>Costs incurred are not recorded so can't be refunded.</i></p> <p><i>Loss of income from the school's wraparound childcare provision impacts directly upon the school budget.</i></p> <p><i>Claims are not made due to poor record keeping.</i></p>	<b>M</b>	<p>A Covid-19 cost centre has been set up to document all related expenditures and is reported to the FGB.</p> <p>Early Bird &amp; Night Owl provision to recommence in its original location from Sept 21.</p>	<p><b>SBM</b></p> <p><b>Mrs King</b> <b>SBM</b> <b>Early Bird / Night Owl Staff</b></p>	<b>L</b>

<p><b>Testing</b></p>	<p>Test kits are securely stored and distributed to staff.</p> <p>Process in place to monitor and replenish test supplies</p>	<p><i>Staff do not administer test correctly which gives a false result.</i></p> <p><i>Test kits are not stored securely.</i></p>	<p><b>M</b></p>	<p>All staff who have opted to engage with the Lateral Flow Rapid Testing programme are aware of how to record and report their test results.</p> <p>The school maintains a test record / results via WONDE.</p> <p>Any spare /new delivery of tests are checked and then stored securely.</p>	<p><b>SBM</b></p>	
<p><b>Outbreak Management Plan</b></p>	<p>Outbreak management plan developed to cover arrangements should children, pupils, students or staff test positive for COVID19, and how the school shall operate if advised to take extra measures to help break chains of transmission.</p> <p><i>Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting (<u>Stepping measures up and down</u>) or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</i></p>	<p><i>Parents / staff are not familiar with the Outbreak Management Plan.</i></p>		<p>The Head teacher and SBM will take responsibility for informing all members of the school community with regards to responding to any suspected / confirmed cases of COVID-19 in school as well as out of school where it directly affects a member of our school community. (In the Head teacher's absence, the DHT would assume responsibility) In the event of the school having to close the school fully due to an increased number of cases, then the school will follow its Emergency Action and Business Continuity Plan with regards to media coverage.</p>		

				<p>If required, the school would implement further measures to ensure the continued health, safety and well-being of all members of the school community. (Further measures could include wearing of masks, return to bubbles, whole school events being cancelled and staggered breaks and lunchtimes)</p>		
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