

# COVID19: Re-opening Risk Assessment and Action Plan

**SCHOOL NAME:** College Park School, Westminster

**OWNER:** Claire Shepherd

**DATE:** May 2020 v 1 Updated March 2022



## 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 continued, and extended, re-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'



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## 24<sup>th</sup> February 2022 DfE Guidance COVID Update

**This is a temporary appendix from 24<sup>th</sup> February 2022. This appendix is our rationale for retaining our current risk assessment measures whilst we seek further guidance from PHE and DfE.**

**You must comply with health and safety law and put in place proportionate control measures. You must regularly review and update your risk assessments, treating them as ‘living documents’ as the circumstances at your school or college and the public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned. For more information on what is required of educational leaders in relation to health and safety risk assessments and managing risk, see Health and safety: responsibilities and duties for schools.**  
<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>

If there are unvaccinated clinically vulnerable pupils and students within your setting you may need to put temporary additional protective measures in place in exceptional circumstances. These could include wearing face coverings (unless exempt), limiting contact and mixing with those identified as clinically vulnerable, and increasing hygiene and cleaning routines. Any decision to take additional precautions should be **based on your specific circumstances and the needs of the clinically vulnerable children and young people within your setting**. You should weigh up what impact additional precautions may have on education and wellbeing.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1056217/SEND\\_and\\_specialist\\_settings\\_-\\_additional\\_COVID-19\\_operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1056217/SEND_and_specialist_settings_-_additional_COVID-19_operational_guidance.pdf)

### **What to do if you are a close contact of someone who has COVID-19**

People who live in the same household as someone with COVID-19 are at the highest risk of becoming infected because they are most likely to have prolonged close contact. People who stayed overnight in the household of someone with COVID-19 [while they were infectious](#) are also at high risk.

If you live with, or have stayed overnight in the household of, someone who has COVID-19, you are advised to:

- minimise contact with the person who has COVID-19
- work from home if you are able to do so

- avoid contact with anyone you know who is at [higher risk of becoming severely unwell](#) if they are infected with COVID-19, especially those with a [severely weakened immune system](#)
- limit close contact with other people outside your household, especially in crowded, enclosed or poorly ventilated spaces
- wear a well-fitting [face covering](#) made with multiple layers or a surgical face mask in crowded, enclosed or poorly ventilated spaces and where you are in close contact with other people
- pay close attention to the [main symptoms of COVID-19](#). If you develop any of these symptoms, [order a PCR test](#). You are advised to stay at home and avoid contact with other people while you are waiting for your test result

Follow this advice for 10 days after the day the person you live or stayed with symptoms started (or the day their test was taken if they did not have symptoms).

Children and young people who usually attend an education or childcare setting and who live with someone who has COVID-19 should continue to attend the setting as normal.

If you are a contact of someone with COVID-19 but do not live with them or did not stay in their household overnight, you are at lower risk of becoming infected. Carefully follow the guidance on [Coronavirus: how to stay safe and help prevent the spread](#).

<https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts>

### **Children and young people at high risk**

Some children and young people aged 5 to 17 are considered at high risk from COVID-19 if either:

- they live with someone who has a weakened immune system (such as someone who has HIV, has had a transplant or is having certain treatments for cancer, lupus or rheumatoid arthritis)
- they have a condition that means they're at high risk of getting seriously ill from COVID-19

Conditions that mean they may be at high risk include:

- a severe problem with the brain or nerves, such as cerebral palsy
- Down's syndrome
- severe or multiple learning disabilities (or they're on the learning disability register)

- a condition that means they're more likely to get infections (such as some genetic conditions or types of cancer)

<https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/who-is-at-high-risk-from-coronavirus/>

### Advice if you're at high risk

People at high risk from COVID-19 are advised to follow the same guidance as everyone else.

You are no longer advised to stay at home (shield). But there are still things you can do to help keep yourself safe.

In most cases, parents and carers will agree that a pupil with the key symptoms of COVID-19 should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending your school where they have a confirmed or suspected case of COVID-19, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.

Staff and pupils in specialist SEND settings, Alternative Provision, and SEND units in mainstream schools are advised to continue regular twice weekly testing. For further information, see Special schools and other specialist settings: coronavirus (COVID-19).

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1056991/220224\\_Schools\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1056991/220224_Schools_guidance.pdf)

Both of the above paragraphs are from this guidance Feb 22

### Schools COVID-19 operational guidance

Summary This guidance explains the actions school leaders should take to manage coronavirus (COVID-19) in their school. This includes public health advice, endorsed by the United

[assets.publishing.service.gov.uk](https://assets.publishing.service.gov.uk)

## **Vaccination**

We recommend **all school staff** and **eligible pupils** take up the offer of a vaccine. You can find out more about the in-school vaccination programme in COVID-19 vaccination programme for children and young people guidance for schools.

<https://www.gov.uk/government/publications/covid-19-vaccination-resources-for-schools/covid-19-vaccination-programme-for-children-and-young-people-guidance-for-schools>

<i>Theme</i>	<i>Control Measures</i>	<i>Risk to Implementation</i>	<i>Risk Level Pre-Action</i>	<i>Action Required / Decision Made</i>	<i>Action Completed Date</i>	<i>Risk Level Post-Action</i>
<b>Preparing Buildings and Facilities</b>	<p><i>Premises and utilities have been health and safety checked and building is compliant.</i></p> <ul style="list-style-type: none"> <li>• <i>Water treatments</i></li> <li>• <i>Fire alarm testing</i></li> <li>• <i>Repairs</i></li> <li>• <i>Grass cutting</i></li> <li>• <i>PAT testing</i></li> <li>• <i>Fridges and freezers</i></li> <li>• <i>Boiler/ heating servicing</i></li> <li>• <i>Internet services</i></li> <li>• <i>Any other statutory inspections</i></li> <li>• <i>Insurance covers reopening arrangements – confirmed by LA</i></li> </ul>	<p><i>Site is checked daily by the site manger</i></p> <p><i>Regular health and safety walks</i></p> <p><i>Any faults reported immediately</i></p>	<i>M</i>	<p><i>Site manager (SM) attending every day pupils on site in school</i></p> <p><i>Other staff (finance officer, receptionist, FBM, Headteacher) able to cover key tasks if site manager is not in school.</i></p> <p><i>Carry out a formal / recorded full pre-opening premises inspection</i></p>	<p><b>Checked weekly</b></p>	<i>L</i>
			<i>M</i>		<p><i>7/9/2020 – FBM discussion with AHT</i></p> <p><i>Sep 21</i> <i>Checked by Headteacher and site manager</i></p>	<i>L</i>
						<i>L</i>

	<p><i>Use of water foundations and provision of safe drinking water for staff and pupils</i></p>	<p><i>Regular legionella inspections</i></p>		<p><i>Water foundations to be kept in use</i>  <i>Staff to clean water foundation after use</i></p> <p><i>Not all water is considered drinking water, but tank is checked and cleaned regularly.</i></p>		<p><i>M</i></p>



		Business support team shared office (FBM, HR manager, SM, Bursar)	M	Member of Business Support Team working at own desk – adequate space between staff.	1.9.2020 1.9.2021	L
	Office spaces re-designed to allow office-based staff to work safely.	Medical room		PPE resources available by sign in  Inventory sign to be wiped regularly  Medical room kept out of use for staff – to be kept for sick pupils/staff only	June 2020 January 2021	
		Family room		Allow for social distancing		
		Well-being room		Only well-being team in room, where possible. Door to remain open as much as possible.	June 2020 January 2021	L
			H	2 days a week – Well being team Other days – AHT's to use the room + Well Being		

	<p><i>Hand washing/sanitising facilities to be available in reception and other key points in the school.</i></p> <p><i>Stair cases/corridors</i></p>	<p><i>Movement past each other on corridors and staircases won't allow for social distancing</i></p>	<p><i>H</i></p>	<p><i>Parents to wait outside the school to drop and collect children</i></p> <p><i>Staff to not congregate on the stairs</i></p>	<p><i>June 2020</i> <i>January 2021</i> <i>September 2021</i></p>	<p><i>M</i></p> <p><i>M</i></p>
	<p><i>Consideration given to premises lettings and approach in place.</i></p>	<p><i>No letting in place for CP school</i></p>	<p><i>M</i></p>	<p><i>Lettings risk assessment completed</i></p> <p><i>No lettings for the remainder of school year.</i></p>	<p><i>Updated to School spaces September 2020</i></p>	<p><i>L</i></p>
	<p><i>Consideration given to the arrangements for any deliveries.</i></p>	<p><i>Visitors and deliveries at reception overlapping with pupils and staff</i></p>	<p><i>H</i></p>	<p><i>Deliveries to be brought to reception, met at the gate in the event of pupils arriving and leaving</i></p>	<p><i>September 2021</i></p>	<p><i>M</i></p>

				<i>Deliveries to be planned outside of arrival and drop off time as far as possible</i>		
<b>Emergency Evacuations</b>	<p><i>Evacuation routes are confirmed, and signage accurately reflects these.</i></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><i>Fire evacuation leading increased contact of larger groups</i></p> <p><i>Playground is the only safe space for evacuation.</i></p> <p><i>Fire drills will still take place but kept as short as possible.</i></p> <p><i>FRA due February 2021, will be updated once visitors can return.</i></p>	<i>H</i>	<p><i>Staff levels and skill set support pupil evacuations .</i></p> <p><i>Staff reminded of evacuation procedure</i></p> <p><i>Playground will continue to be used and staff to social distance</i></p>	<p><i>September 2020</i></p> <p><i>September 2021</i></p>	<i>H</i>
<b>School nursing and first aid arrangements</b>	<p><i>Nursing and first aid arrangements for pupil medical needs and health care plans; including staff familiarity with pupil health/medical needs</i></p> <p><i>Individual risk assessment for each pupil and staffing plan takes account of pupil medical/health needs</i></p>	<p><i>Nurse at school one day a week. Communication via email if needed.</i></p> <p><i>Pupil medications sent home at beginning of school closure period; Regular or emergency medication updated and checked</i></p>	<i>M</i>	<p><i>school nurse (in school on Wednesdays)</i></p> <p><i>. Email central number</i></p> <p><i>Parents to be contacted to provide medication. Usual emergency protocols to be in place if needed (including 999 protocols)</i></p>	<i>On going</i>	<i>M</i>

	<p><i>Staff and pupil first aid needs –</i></p> <p><i>First aiders, including paediatric first aid,</i></p> <p><i>First aid supplies to be available to each class/designated points for use by staff as needed</i></p> <p><i>PPE in use to support First aid- each class has a COVID PPE bag should a pupil be ill.</i></p>	<p><i>Well-being team monitoring medication</i></p> <p><i>Staff member needing first aid/becoming unwell and needing to leave school</i></p> <p><i>One first aider on site</i></p>		<p><i>Staffing levels, including on SLT staff will support any staff member needing to leave school due to an accident/injury/feeling unwell.</i></p> <p><i>Following advice from the LA Governors have approved alternative arrangements</i></p> <p><i>Full PPE available in medical room to support first aid</i></p>		
<b><i>Cleaning and waste disposal</i></b>	<p><i>Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non healthcare settings guidance.</u></i></p>		<i>H</i>	<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 SM.</i></p>	<i>Ongoing</i>	<i>M/L</i>

				<p><i>Admin team and/or and cleaning staff (support or contractors)</i></p> <p><i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</i></p>		
	<p><i>Capacity for frequent cleaning within the school day is adequate to enable enhanced cleaning regime.</i></p>	<p><i>Day time cleaner from cleaning company in school from 11-2 to cover all frequent areas, toilets, communal areas</i></p>		<p><i>Staffing rota supports additional cleaning in communal and class areas until cleaner starts</i></p>	<p><i>Ongoing</i></p>	<p><i>M</i></p>
	<p><i>Adequate cleaning supplies and facilities around the school are in place.</i></p> <ul style="list-style-type: none"> <li><i>Hand sanitisers installed at external entry point and reception</i></li> <li><i>Sanitiser units order for areas with no/reduce access to sinks, including playgrounds and hall</i></li> </ul> <p><i>Arrangements for longer-term continual supplies are in place (Finance officer maintain stock take and ordering)</i></p>	<p><i>Cleaning supplied to be monitored by site manager</i></p>	<p><i>M</i></p>	<p><i>Hand sanitiser availability increased and units ordered and installed</i></p> <p><i>Lidded bins ordered and installed</i></p> <p><i>Hygiene supplies in every room; implement and compensate for 'catch it, bin it, kill it' approach/inability of pupils to follow this</i></p> <p><i>Stock check and ordering schedule in place.</i></p>	<p><i>August 2020 January 2021 September 2021</i></p>	<p><i>L</i></p>

	<i>All rooms have hygiene supplies: paper towel, blue roll, hand sanitiser and antibacterial spray</i>					
	<i>Sufficient time is available for the enhanced cleaning regime to take place.</i>  <i>Cleaning company updated risk assessment to be provided and reviewed</i>		<i>M</i>			<i>M</i>
	<i>Waste disposal process in place for potentially contaminated waste.</i>	<i>Establishing a routine where by notification of a potential or confirmed case aligns with the disposal of waste</i>	<i>H</i>	<i>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</i>		<i>L</i>
	<i>Cleaning response to a confirmed or suspected COVID-19 case is agreed HT to confirm with cleaning company</i>	<i>Medical room to be fully cleaned by cleaning company</i>	<i>H</i>		<i>Updating cleaning company when we have cases</i>	<i>M</i>
<b>Classrooms</b>	<i>Classes using their allocated rooms</i>  <i>Windows and doors to outside spaces to be kept open and free flow to inside/outside spaces to be in place.</i>		<i>H</i>	<i>SLT staff may be needed across the whole school in response to an incident/need to support</i>	<i>Ongoing</i>	<i>M</i>



<b>Staffing</b>	<i>Regular daily staffing</i>	<i>Short notice of staff not able to attend e.g. unwell</i>  <i>Suitable staff not available to cover/not enough notice provided</i>	<i>H</i>   <i>H</i>	<i>Supply cover as needed</i>	<i>Ongoing</i>	<i>M</i>   <i>M/L</i>
	<i>Approach to staff absence reporting and recording in place. All staff aware. Staff to follow government guidelines</i>	<i>As above</i>				
	<i>Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.</i>		<i>L</i>		<i>On going</i>	<i>L</i>
	<i>Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) –</i>	<i>Staff levels of absence may result in reductions of pupils attending or temporary closure of the school</i>	<i>M</i>	<i>Staffing and pupil attendance planned on a weekly basis with some capacity for dynamic adjustments.</i>	<i>Ongoing</i>	<i>H</i>



				<i>AHTs leading with HT and cover manager support</i>		
	<i>Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable</i>	<i>Updated staff dress code circulated Staff provided with space for changing and/or washing clothes on site and wearing of aprons etc as appropriate/requested Staff dress code already responsive to pupil needs</i>	<i>L</i>		<i>On going</i>	<i>L</i>
	<i>Approaches for meetings and staff training in place.</i>			<i>Class team meetings in classes  Training via Teams  Staff meetings on Teams</i>		
	<i>Consideration given to staffing roles and responsibilities with regards to the continued remote provision alongside in-school provision in the event of a contingency plan</i>			<i>Work at home packs are ready for pupils that are sent home.</i>	<i>On going</i>	
	<i>Approach to support wellbeing, mental health and resilience in place, including bereavement support  How staff are supported to follow this within their own situations</i>	<i>CPD and sessions with MIND have been arranged Regular updates for mental health support have been sent</i>		<i>Staff have been made aware of available support and advice for schools and pupil (staff and pupil area of website)</i>		<i>L</i>

	<i>and that of pupils and colleagues is clear.</i>			<i>Bereavement Policy discussed by HT and EP to ensure it reflects current circumstances and arrangements</i>		
	<i>Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.</i>	<i>Asymptomatic testing in school will be in place shortly Staff encouraged to get a test locally PCR testing updates sent regularly</i>		<i>Circulated and reminders in place</i>		<i>L</i>
	<i>The approach for inducting new starters has been reviewed and updated in line with current situation.</i>	<i>L</i>		<i>New staff starters already inducted and visited. Information pack already sent Regular email contact with all information shared</i>	<i>September 2021</i>	<i>L</i>
	<i>Return to school procedures are clear for all staff.</i>		<i>H</i>	<i>Staff encouraged to support and remind each other + SLT oversight  Regular staff meetings with any updates.</i>	<i>January 2021 September 2021</i>	<i>M</i>
	<i>Any staff contracts that need to be issued, extended or amended</i>				<i>January no outstanding issues</i>	

	<i>considering the current situation have been.</i>					
	<i>Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.</i>	<i>To review with HR manager</i>			<i>January – no outstanding issues September 2021 – HT discussions with HR where necessary</i>	
	<p><i>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</i></p> <p><i>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></p>	<i>Contractors being scheduled or turning up when pupils are on site and needing access</i>	<i>H</i>	<p><i>Planned contractor visits to take place, wherever possible/unless in an emergency; when pupils are not no site</i></p> <p><i>Contractors may be asked to reschedule if SLT assess risk as too high</i></p> <p><i>All contractors to escorted when in the building with pupils on site</i></p> <p><i>Site manager to liaise with contractors re: any requirements their employer has specified before visit. Share school protocols.</i></p>	<i>On going</i>	<p><i>L – when pupils not on site</i></p> <p><i>L/M – if emergency work required when pupils on site</i></p>

	<p><i>Arrangements in place for any externally employed adults delivering learning in school e.g. dance teacher,</i></p> <p><i>Close working and regular liaison with NHS staff based in school</i></p>	<i>Increase contact points</i>	<i>H</i>	<p><i>All external agencies have their own risk assessments</i></p> <p><i>NHS staff have resumed under their own risk assessments and guidelines</i></p>	<i>Ongoing</i>	<i>M</i>
	<i>Arrangements in place to support staff in various vulnerable groups, carers etc</i>	<i>Staff have all returned and have a risk assessment should they fall into any vulnerable groups.</i>	<i>H</i>	<i>Continue to review staff categories and support any concerns where possible</i>	<i>Ongoing</i>	<i>M</i>
<b>Social Distancing</b>	<p><i>Arrangements for social distancing in place:</i></p> <ul style="list-style-type: none"> <li><i>Staff to keep to their class groups where possible</i></li> </ul>	<i>Pupils unable to understand and/or follow arrangements in place</i>	<i>H</i>	<i>Keep under review</i>		<i>M</i>
	<p><i>Information shared with parents regarding pupils travelling to school and social distancing measures and risks on LA transport</i></p> <p><i>Report issues with transport staff e.g. changed protocols to Transport Care Teams at each L</i></p>		<i>L</i>		<i>TCST have own risk assessment in place</i>	<i>L</i>



	<i>(and snack time if necessary) are in place so that children do not mix with children from other groups.</i>					
<b>PPE</b>	<i>PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.</i>	<i>Advice obtained from Westminster Public Health and being followed by school, including induction/reorientation session for staff prior to working on site with pupils</i>	<i>M</i>		<i>September 2020 September 2021</i>	<i>M</i>
	<i>All staff to wear face masks in communal areas including playground, hallways, collecting from buses.</i>		<i>L</i>		<i>September 2020 September 2021</i>	<i>L</i>
<b>Response to suspected/confirmed case of COVID19 in school</b>	<p><b>Follow DFE Actions Cards</b> <b>Complete link to local PPHE</b></p> <p><i>Approach to suspected (and or later confirmed) COVID19 cases in place: during school day</i></p> <ul style="list-style-type: none"> <li><i>Which staff member/s should be informed/ take action</i></li> <li><i>Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated</i></li> <li><i>Cleaning procedure in place</i></li> </ul>	<p><i>Pupils unable to recognise or report COVID-19 symptoms or follow infection control guidance</i></p> <p><i>Families unaware of pupil, or household, symptoms or unwilling to report these to school</i></p>	<i>H</i>	<p><i>Parents spoken to individually if not providing requested information in a timely manner;</i></p> <p><i>Parents to be given all necessary information if needing to self-isolate</i></p>	<p><i>Updated September 2020 September 2021</i></p> <p><i>Regular communication with Local PHE</i></p>	<i>M/L</i>

	<ul style="list-style-type: none"> <li>• Arrangements for informing parent community in place</li> <li>• Track and Trace within school</li> </ul>					
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> <li>• Arrangements for informing parents in place</li> <li>• Follow DFE guidance</li> </ul>	<p>National Track, Trace and Isolate system in place</p> <p>Regular updates from the DFE</p>		<p>Track, trace and isolate guidance shared with all staff and parents</p>		H/M
	<p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> <li>• Financial</li> <li>• Increased FSM eligibility</li> <li>• Referrals to social care and other support</li> <li>• PPG/ vulnerable groups</li> </ul>	<p>Support from Well being team</p> <p>Class teachers call regularly</p> <p>Discussions with social workers and short breaks</p>		<p>All information saved onto safeguard</p>		
<b>Self- isolation</b>	<p>All students have access to technology and remote learning offer.</p> <p>Blended approach between physical and remote learning developed</p>	<p>Tablets purchased for all families that requested.</p> <p>DFE laptops ordered and arrived</p>			<p>January 2021</p> <p>September 2021</p>	

	<p><i>Home learning packs prepared for all children should they need to Isolate</i></p> <p><i>FSM boxes in place for pupils who are in receipt of FSM</i></p>	<i>Home learning offer being continually developed</i>				
	<p><i>Plan for transitions between school years taking into account:</i></p> <ul style="list-style-type: none"> <li><i>• EY to Primary</i></li> <li><i>• Phased transition into school as discussed with parents</i></li> <li><i>• Primary to Secondary</i></li> <li><i>• Phased transition into school as discussed with parents</i></li> <li><i>• School Leavers</i></li> <li><i>• Leavers are followed up with and discussions with college to ensure transitions.</i></li> </ul>	<i>Individual approach/plan for each pupil</i>				L
<b>Safeguarding</b>	<i>Individual CYP's risk assessments are in place and welfare checks being undertaken where needed</i>		M		<i>Updated September 2020 September 2021</i>	
	<i>Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.</i>			<i>Staff refresher training session on processes and procedures and the revised wellbeing material.</i>		



				<i>Home learning packs and online learning available</i>		
	<i>Updated Child Protection Policy in place.</i>			<i>All staff have had refresher training on KCS. Staff quiz through Safeguard Regular updates through briefing  Training quiz for staff circulated (AHT pastoral)</i>	<i>Updated and ratified by Governors November 2020  KCSIE updated with staff</i>	
	<i>Work with other agencies has been undertaken to support vulnerable CYP and families.</i>	<i>Protocols in place</i>				
	<i>Consideration given to the safe use of physical contact in context of managing behaviour.</i>			<i>Review individual consistent management plans to ensure they include protective measures.</i>		
<b>Learning and play environment</b>	<i>Formal and semi-formal curriculum in place</i>					
	<i>Whole school approach to adapting curriculum (S/M/L term), including:</i>	<i>On site focus will be:</i> <ul style="list-style-type: none"> <li><i>Social emotional and mental health</i></li> </ul>			<i>On going</i>	

	<ul style="list-style-type: none"> <li>capturing pupil achievements/ outcomes</li> <li>Semi-formal/formal curriculum</li> </ul>	<ul style="list-style-type: none"> <li>Implementation of curriculum</li> </ul>				
	Student behaviour policy reviewed and amended where necessary in line with the current circumstances.	Positive behaviour plans updated Pupil profiles updated			Ongoing	
	Annual reviews being held virtually and in line with LA guidance	Some parents prefer face to face, measures in place to support where we can (outside)	M			
	Parent meetings held virtually or on the telephone					,
<b>Admission requests</b>	Requests for assessment considered on a case by case basis  Families are offered a visit after school if it is needed	All spaces full for September 2022	L			L
	Regular contact with families for those who have requested a leave of absence. Regular updates	Information saved on CPOMS				m
	Follow guidelines on school attendance and attendance codes Complete DFE information Follow up on any queries on reason for absence				AHT Pastoral attends attendance workshops	

	<p><i>Communications with parents:</i></p> <ul style="list-style-type: none"> <li>• Whole school communications</li> <li>• Individual teacher phone calls</li> </ul>	<p><i>All communication sent via Parentmail or posted if family doesn't have email address</i></p> <p><i>Information on the website</i></p> <p><i>School staff to call where needed</i></p> <p><i>Communication sent via text message too</i></p>			Ongoing	L
	<p><i>Pupil communications around:</i></p> <ul style="list-style-type: none"> <li>• Changes to timetable</li> <li>• Staff plans/changes</li> <li>• Travelling to and from school – transport providers</li> </ul>	<p><i>Visual timetables in place for pupils.</i></p> <p><i>Social stories for pupils</i></p>			Ongoing	M
<b>Governors/ Governance</b>	<i>Meetings and decisions that need to be taken prioritised.</i>			<i>Virtual governing body meetings</i>	<i>September 2021</i>	
	<i>Governors are clear on their role in the planning and re-opening of the school, including support to leaders.</i>	<i>In place</i>		<i>EHT to send regular updates to governors</i>	<i>January 2021</i>	
	<i>Approach to communication between Leaders and governors is clear and understood.</i>					
	<i>Certain aspects of governance are on-hold in order to deal with the immediate situation, these are agreed and clear with all governors and there is a plan for</i>					

	<i>then these will be reviewed and potentially reinstated.</i>					
<b>School events, including trips</b>	<i>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.</i>				<i>Ongoing</i>	
	<i>Guidance on school trips from government and evolve</i>	<i>Staff to complete necessary risk assessments</i>			<i>Ongoing</i>	
<b>Finance</b>	<i>Additional costs incurred due to COVID19 are understood and clearly documented.</i>	<i>Record keeping in place by BST</i>			<i>Ongoing</i>	
	<i>Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM</i>	<i>As above</i>			<i>Ongoing</i>	
	<i>Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.</i>	<i>On going/under review</i>			<i>Ongoing</i>	
<b>Testing</b>	<i>Regular home testing as per government guidelines DFE guidance followed</i>			<i>BST to keep up to date with any changes Headteachers in contact with public health Westminster.</i>		<i>H</i>