

## CV19 Risk Assessment and operational plan for Nishkam Primary School Wolverhampton

This risk assessment has been based on the DfE guidance and checklist for full opening of schools

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Risk	Who might be harmed?	Controls	Controls in place	Likelihood 1- 3	Impact 1-3	Residual Risk	Owner	Start Date	Review Date	R A G
<b>Section 1: Public health advice to minimise coronavirus (COVID-19) risks</b>										
1.1 Member of staff or pupil becomes unwell at school	Pupils, staff and parents	1.1.1 Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms	Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in the medical room. They will not encounter others, are supervised always, and government guidance is followed. NST COVID-19 Protocols and Procedures and School COVID-19 guidance detail all the relevant processes and procedures. Contact details for staff and pupils will be kept up to date.  <b>Updates on actions</b> 25.1.21 – key areas from the guidance identified and discussed at each staff briefing reminding staff of key procedures in place.	1	2	2	JNG	20.7.20	08.02.21	
		1.1.2 Separate room for child who becomes unwell at school	The first aid room is to be used for sick pupils, they are to be kept here until parents come to collect them: ideally with a door you can close; a window you can open for ventilation and a separate bathroom they can use; ensure PPE equipment is available for member of staff if they cannot maintain 2m distance from the child; Ensure cleaning regime straight after use.  <b>Updates on actions</b> 25.1.21 – medical rooms are monitored regularly to ensure that it is cleaned daily and sufficient PPE is available when required.	1	2	2	JNG	20.7.20	08.02.21	
1.2 Limited information re handwashing/ hygiene	Pupils, staff and parents	1.2.1 Guidance re handwashing/ hygiene increasing the frequency of cleaning hands	NST COVID-19 Protocols and Procedures and School COVID-19 guidance issued to all staff (including catering and IT contractors and cleaning contractors regarding the handwashing and hygiene. Guidance for parents and pupils to be shared re school routines - all to wash/sanitise hands regularly on arrival and when leaving the premises, including breaks, change rooms and before and after mealtimes; behaviour expectations (via behaviour guidance) are shared with parents, staff and pupils;  <b>Updates on actions</b> 04.01.21 – Teachers to reiterate the procedures on 05.01.21	1	2	2	NS	20.7.20	08.02.21	
			Have appropriate signage/ posters on site referring to social distancing; including shared spaces such as staff room, kitchen, offices and classrooms; <b>Updates on actions</b> 25.1.21 – guidance continues to be shared with staff and pupils that are on site.	1	2	2	NS	17.7.20	08.02.21	
		Pupils to watch videos and review guidance on handwashing and respiratory hygiene; <b>Updates on actions</b> 25.1.21 – continued reminders shared with all pupils and staff on site at regular intervals.	1	2	2	NS	17.7.20	08.02.21		
1.3 Limited hand washing facilities	Pupils, staff and parents	1.3.1 Hand washing facilities 'stations' required in communal areas and classrooms	Hand sanitiser and moisturiser at key entry points of buildings and hand washing facilities throughout the school in communal areas including classrooms. Every classroom has hand basins for washing hands, all pupils to wash hands on entering the room.  <b>Updates on actions</b> 25.01.21 – No further additions or updates.	1	2	2	SITE MANAGER	17.7.20	08.02.21	
			Continue to monitor daily hand sanitisers, soap and stock; process to be documented;	1	2	2		17.7.20	8.2.21	

			<b>Updates on actions</b> 25.1.21 – all hand sanitisers and moisturisers in situ around the school site				SITE MANAGE R				
1.4 Risk of contamination by poor respiratory hygiene	Pupils and staff	1.4.1 Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	School COVID-19 guidance and addendum to behaviour policy outlines best practice regarding respiratory hygiene, Health and Safety Policy has also been updated to reflect the importance of maintaining good respiratory hygiene.	1	2	2	JNG	17.7.20	08.02.21		
			<b>Updates on actions</b> 25.1.21 – continued reminders and any changes to guidance shared with all pupils and staff on site at regular intervals.								
			Every classroom and shared communal space to have supplies of facial tissues; and lidded bins	1	2	2	JNG	17.7.20	8.2.21		
			<b>Updates on actions</b> 25.1.21 – continued reminders all pupils and staff on site ensuring that all respiratory hygiene is maintained and stocks are replenished as appropriate								
1.5 Limited cleaning on site, high touch surfaces not identified		1.5.1. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach	Increased and in-depth cleaning programme across the school daily supervised by the Site Manager; plan and monitor	1	2	2	HSD	17.07.20	8.2.21		
			<b>Updates on actions</b> 25.1.21 – Cleaning schedule has been revised and prioritised to ensure that they reflect the areas used as part of the partial closure. Schedule is monitored by site manager and Headteacher.								
			Cleaners – minimise contact with staff and pupils. Changes to scheduled cleaning to ensure that classrooms and shared spaces are empty before cleaning is completed.	1	2	2	HSD	17.07.20	8.2.21		
		<b>Updates on actions</b> 25.1.21 – This process continues to minimise the contact with cleaners, staff and pupils. Appropriate PPE supplied and worn by cleaners.									
		Increased toilet cleaning to throughout the day; signage sheet in progress to ensure hourly checks have been completed	1	2	2	HSD	17.07.20	8.2.21			
		<b>Updates on actions</b> 25.1.21 – Daily records continue to be monitored by the site manager.									
		1.5.2 Cleaning of high touch surfaces	High touch surfaces identified and included in cleaning schedule to increase frequency of cleaning of surface areas. Cleaning schedule has been revised to include deep cleaning of classrooms and communal areas.	1	2	2	HSD	17.07.20	8.2.21		
			<b>Updates on actions</b> 25.1.21 – High touch areas have been reviewed and cleaning schedule reflects any agreed changes.								
1.6 Social distancing measures not in place	Pupils, staff and parents	1.6.1 'Groups' of pupils are a safe and manageable size.	'Groups' are formed based on class sizes. They are formed on the basis that their interaction with other groups can be minimised and still be taught a broad and balanced curriculum. The risk that younger pupils will not always be able social distancing, which is acceptable within their group. NST COVID-19 Protocols and Procedures and School COVID-19 Guidance details the specific actions and controls.	1	2	2	JNG	17.07.20	8.2.21		
			<b>Updates on actions</b> 25.01.21 – Due to the varying numbers of pupils and numbers of pupil groups, timetables are altered when necessary to ensure maximum distance and segregation								
		1.6.2 Minimise contact between individuals and maintain social distancing in consistent groups wherever possible – inside the building	Only one class in a corridor at a time, accompanied by a staff member always and following tape markings to keep distance; Staggered timetables in place to minimise the contact of pupils in the corridors: Individual plan of routines of when pupils use the toilets; School COVID-19 Guidance shared with staff to advise of process and procedures school COVID-19 guidance has been shared	1	2	2	JNG	17.7.20	8.2.21		
			<b>Updates on actions</b> 25.01.21 – Fully in place as above. Due to the reduced number of pupils currently on site we have reduced the number of staggers for lunches and breaks. This has meant fewer pupils in corridors at any one time and an overall reduction of possible passing in the corridors.								
			IT Technicians – minimise contact with staff and pupils. Any tickets logged to be resolved remotely where possible. If onsite support is required then they to only enter classrooms, shared staffing areas when empty. NST COVID-19 Protocols and Procedures, School risk assessments and School COVID-19 Guidance shared with staff, identifying social distancing measures and hygiene measures/ guidance.	1	2	2	HSD	17.8.20	8.2.21		
			<b>Updates on actions</b>								

		25.01.21 – Fully in place as above. The IT technician is briefed on arrival at the school of all necessary procedures working in isolation from staff and pupils.							
		Office staff – minimise contact with staff and pupils School COVID-19 School risk assessments and School COVID-19 Guidance shared with staff, identifying social distancing measures and hygiene measures/ guidance.	1	2	2	HSD	17.7.20	8.2.21	
		<b>Updates on actions</b> 25.01.21 – Due to more office spaces becoming available with fewer adults on site the office have been offered a separate space to work in.							
		Site management team – minimise contact with staff and pupils NST COVID-19 Protocols and Procedures, School risk assessments and School COVID-19 Guidance shared with staff, identifying social distancing measures and hygiene measures/ guidance. Site Manager will not enter classroom unless it is empty. All inspections/ audits will be completed when the classroom and shared spaces are empty.	1	2	2	HSD	17.7.20	8.2.21	
		<b>Updates on actions</b> 25.1.21 – all office staff workstations are socially distanced and guidelines are in place to support this							
		Parents and carers to email or phone with any private or confidential matters. All face to face meetings to be scheduled in advance.	1	2	2	OFFICE LEAD	17.7.20	8.2.21	
		<b>Updates on actions</b> 25.01.21 – There are no face to face meetings with parents available during the full lockdown unless absolutely necessary							
		<b>External Visitors</b> All external visitors requested to complete a form to confirm that they do not have any symptoms related to COVID-19. QR code also in place.	1	2	2	HSD	7.9.20	8.2.21	
		<b>Updates on actions</b> 25.01.21 – External visitors are not currently accepted on site during the national lockdown unless absolutely necessary							
	I.6.3 Extracurricular provision to be reviewed	The offer of wrap around care and extracurricular provision would be considered whilst ensuring that the setting is COVID-19 secure and social distancing can be monitored.	1	2	2	JNG	17.7.20	8.2.21	
		<b>Updates on actions</b> 25.01.21 – Fully in place as above with out of school activities stopping based on government guidelines.							
	I.6.4 Minimise contact between staff in shared spaces	The staff room and any shared spaces will be well ventilated and there will be a maximum number of 8 staff in one area. Video conferencing will continue to be encouraged for larger meetings even when colleagues are on site. NST COVID-19 Protocols and Procedures and School COVID-19 Guidance details the specific actions and controls.	1	2	2	HSD: EYFS/Y1 NS: LKS2 JNG: UKS2 & Y2	17.7.20	8.2.21	
		<b>Updates on actions</b> 25.01.21 – School guidance was updated to reduce the numbers of staff in any given communal space to 2 people. This was shared with staff on 18.01.21							
	I.6.5 Minimise contact between individuals and maintain social distancing in consistent groups wherever possible – <b>inside the classroom</b>	Staff to redesign rooms, remove excess furniture and ensure that tables are facing forwards, Teacher interaction to be limited and to maintain up to 2m distance where possible. School COVID-19 Guidance details specific actions and controls.	1	2	2	JNG	17.7.20	8.2.21	
		<b>Updates on actions</b> 25.01.21 – No further changes - classroom furniture continues to be positioned so that pupils and staff can maintain social distancing.							
		Equipment will not be shared where possible. Any shared equipment such as keyboards must be cleaned with surface spray/ alcohol wipes after use. Resources can be shared within the class 'groups' however unnecessary sharing will be avoided. Shared sports and science equipment to be cleaned thoroughly in between uses.	1	2	2	JNG	17.7.20	8.2.21	
		<b>Updates on actions</b> 24.01.21 – No changes. All areas continue to have cleaning equipment to ensure regular cleaning. This is monitored regularly to ensure stocks are maintained.							
	I.6.6 Minimise contact between individuals and maintain social distancing in consistent groups	Break times will be staggered by 'groups' to maintain social distancing where possible. Lunches will be served in the classroom where possible or staggered lunches will be held in the dining room. All tables will be cleaned and pupils to wash their hands before and after eating.	1	2	2	HSD: EYFS/Y1 NS: LKS2	17.7.20	8.2.21	

		wherever possible – <b>break and lunchtimes</b>	<b>Updates on actions</b> 25.01.21 – Fully in place as above – The lunch rota has been adapted to cater for groups to use the hall with cleaning after each group. One group remains in the classroom.				JNG: UKS2 & Y2			
		1.6.7 Minimise contact between individuals and maintain social distancing in consistent groups wherever possible – <b>outdoor shared spaces/ playground</b>	Playgrounds will be sectioned in zones so that ‘groups’ are aware of the restrictions to ensure that they and maintain social distancing. NST COVID-19 Protocols and Procedures and School COVID-19 Guidance details the specific actions and controls.  <b>Updates on actions</b> 24.01.21 – Fully in place as above – staggered break times remain in place with designated areas of the site for play times and dismissal. With diminished numbers staggered starts have been paused. This will be reviewed as numbers fluctuate.	1	2	2	HSD: EYFS/Y1  NS: LKS2  JNG: UKS2 & Y2	17.7.20	8.2.21	
		1.6.8 Minimise contact between individuals and maintain social distancing in consistent groups wherever possible – <b>shared spaces</b>	Interaction will be limited between groups as much as possible and the shared use of classrooms will be limited. Virtual assemblies will be held live streamed to classrooms where possible. NST COVID-19 Protocols and Procedures and School COVID-19 Guidance details the specific actions and controls.  <b>Updates on actions</b> 25.01.21 – Due to the varying numbers of pupils and numbers of pupil groups, timetables are altered when necessary to ensure maximum distance and segregation	1	2	2	HSD: EYFS/Y1  NS: LKS2  JNG: UKS2 & Y2	17.7.20	8.2.21	
		1.6.9 Social distancing – <b>outside of building</b>	External one-way system, where possible, including social distancing measures around site where required; School COVID-19 guidance includes details regarding procedures; parents have also received guidance advising them of the process.  <b>Updates on actions</b> 24.01.21 – No changes - Any adjustments due to the low numbers of pupils attending have been communicated to all parents, staff and pupils	1	2	2	HSD: EYFS/Y1  NS: LKS2  JNG: UKS2 & Y2	17.7.20	8.2.21	
			Assigned gates for drop off or pick up using vehicle gate and pedestrian gate at front and rear of school;  <b>Updates on actions</b> 24.01.21 – Fully in place as above with current systems and arrangements have been shared with parents	1	2	2	JNG & HSD: front car park  NS & JEB: rear var park	17.7.20	8.2.21	
1.7 PPE Equipment not available or work correctly		1.7.1 Where necessary, wear appropriate personal protective equipment (PPE)	NST COVID-19 Protocols and Procedures includes reference to the DfE guidance stating that PPE should be avoided in educational settings; with the following exceptions; Pupils whose care routinely already involves the use of PPE due to their intimate care needs; Pupil becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home; a face mask should be worn by the adult if a distance of two metres cannot be maintained. Stock of PPE will be monitored closely by the site manager and replenished as and when required.  <b>Updates on actions</b> 24.01.21 – Fully in place as above – SLT met with onsite staff and shared again the appropriate use of PPE and guidance has been shared with staff	1	2	2	HSD	17.7.20	8.2.21	
1.8 Colleagues and parents do not follow PHE / NHS test and trace process	Staff, pupils and parents	1.8.1 Engage with the Trace and Test process	<u>Public Health England health protection team</u> NST COVID-19 Protocols and Procedures includes information of how schools must engage with the PHE protection team. Colleagues to sign and confirm that they are willing to follow the test and trace process set out by PHE.  <b>Updates on actions</b> 24.01.21 – Fully in place as above. Procedures around engaging with track and trace and the offer of Lateral flow testing in Wolverhampton is regularly shared in briefings and meetings. <a href="#">The school has a full plan in place to engage in home testing for all staff</a>	1	2	2	HSD/Trust	17.7.20	8.2.21	
1.9 Increase in the number of COVID-19 cases locally resulting in local lockdown	Staff, pupils and parents	1.9.1 Manage confirmed cases of coronavirus (COVID-19) amongst the school community	NST COVID-19 Protocols and Procedures has been updated to reflect the processes to be followed with the advice and guidance of the PHE Health Protection Team. In some cases, the Health Protection Team could recommend that larger number of pupils (class group or year group) self-isolate at home as a precautionary measure. Template letters and resources are available to the school to ensure that appropriate and relevant information is shared within the community. This has formed part of the Trust communication strategy,  <b>Updates on actions</b> 25.1.21 – Partial school closure as of the 5 Jan 21 as a result of a National Lockdown due to a rise in a number of cases. Pupils have switched to remote learning with the exception of vulnerable and critical worker children	1	2	2	HSD	17.7.20	8.2.21	

1.10 Advice from the PHE Health Protection Team not followed or inaccurate	Staff, pupils and parents	1.10.1 Contain any outbreak by following local health protection team advice	NST COVID-19 Protocols and Procedures has been updated to reflect the processes and procedures now in place to engage with the PHS Health Protection Team and ensure that each case is managed appropriately to mitigate the risk of a potential outbreak.  <b>Updates on action</b> 24.01.21 – Fully in place as above - PHE have been contacted and will continue to be contacted if any positive cases amongst staff or pupils that are onsite	1	2	2	HSD	17.7.20	8.2.21		
1.11 School staff engagement with Home Testing and not following guidance	Staff	1.11.1 Contain an outbreak within the staff body	NST COVID-19 protocols and procedures have been updated to include home testing of staff. The school and staff will continue to engage with the PHS Health Protection Team and ensure that each case is managed appropriately to mitigate the risk of a potential outbreak. The school has reviewed and distributed all the necessary documentation received from the DfE in order to effectively distribute the tests and enable staff to participate in home testing.  25.01.21 – NPSW have followed all guidance to ensure test kits are stored correctly; that staff have read all the relevant documentation including the how to guides and the privacy statements; the school have appointed a COVID coordinator and two assistants to manage the distribution of the tests and the associated record keeping; all staff have been informed that this is a voluntary process.	1	2	2	JNG	25.01.21	01.01.21		
<b>Section 2 – School Operations</b>											
2.1 Increased risk of transmitting virus using public transport	Staff, pupils and parents	2.1.1 School bus service	NST COVID-19 Protocols and Procedures has been updated to reflect the processes related to travel to school. School to liaise with bus companies to share risk assessments and confirm that strategies are in place to minimise the risk of spreading the virus. Recommend that social distancing is maintained where possible and hand sanitiser is made available to all pupils when boarding and leaving the bus and additional cleaning of vehicles. Pupils aged over 11 should wear face coverings.  <b>Updates on actions</b> <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a> 24.01.21 – No Changes – As a school no bus service is in place and no trips are in operation	1	2	2	HSD	17.7.20	8.2.21		
		2.1.2 Public transport	NST COVID-19 Protocols and Procedures has been updated to include wider information regarding the use of public transport. Schools will have staggered starts and encourage staff, pupils and parents to walk or cycle to school where possible. The staggered starts will not impact on the overall teaching time  <b>Updates on actions</b> 25.1.21 – staff, parents and pupils are signposted to national guidelines re the use of public transport	1	2	2	HSD	17.7.20	8.2.21		
		2.1.3 Process in place to safely remove and disposed of face coverings	Staff and pupils that arrive at school with a face covering are directed to one of the designated bins and instructed not to touch the front of their face coverings during use or removing them. Designated area to remove face coverings are clearly signposted, the lidded bin will be emptied daily. Reusable face coverings will be placed in a sealable bag, hand must then be washed. NST COVID-19 Protocols and Procedures and School COVID-19 Guidance has been updated with the guidance. <a href="https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html">https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html</a> NST COVID-19 Protocols and Procedures and School COVID-19 Guidance details the specific actions and controls.  <b>Updates on actions</b> 25.1.21- staff (where appropriate) and visitors are requested to wear face coverings when in communal areas.	1	2	2	HSD	17.7.20	8.2.21		
2.2 Low pupil attendance and engagement from families	Staff, pupils and parents	2.2.1 Support for pupils who are shielding or self-isolating	Identify the pupils who may not be able to attend based on clinical or public health advice the school will offer immediate access to remote education; schools will need to monitor their engagement.  <b>Updates on actions</b> 24.01.21 – No changes – Due to the national lockdown a large proportion of pupils are working from home. Children from vulnerable and key worker families continue to attend	1	2	2	HSD	17.7.20	8.2.21		
		2.2.2 Strategy in place to ensure that attendance is a focus for the school	Attendance strategy in place to support all families and pupils who may be anxious to attend school. Pupils are identified, and regular processes are in place to monitor these. Parents are made aware that it is their duty to ensure that their child attends school regularly when they are of compulsory school age; the school will continue to record attendance and follow up any absences and issue sanctions where appropriate,  <b>Updates on actions</b>	1	2	2	PARENT LIAISON OFFICER	17.7.20	8.2.21		

			25.1.21 – attendance for vulnerable pupils and children of key workers is monitored and engagement for children working remotely. Where engagement or attendance is low this is challenged by school leadership							
2.3 Low staff attendance	Staff	2.3.1 Support and guidance in place to reassure staff of measures in place for their wellbeing.	School leader to address any individual concerns of staff and ensure that their wellbeing is a continued focus. Bespoke support to be made available to be provided, remind them of any internal support plan/system that is in place. Including specific support centred around managing bereavement  <b>Updates on actions</b> 25.1.21 – attendance for vulnerable pupils and children of key workers is monitored and engagement for children working remotely. Where engagement or attendance is low this is challenged by school leadership	1	2	2	HSD	17.7.20	8.2.21	
		2.3.2 Staff who are clinically vulnerable or extremely clinically vulnerable	Staff guidance in place and circulated to identify any concerns specific to high risk staff.  <b>Updates on actions</b> 25.1.21 – all staff with any concerns related to being Clinically Vulnerable (CV) or Clinically Extremely Vulnerable (CEV) are discussed with their line manager in the first instance.	1	2	2	JNG	17.7.20	8.2.21	
2.4 Health and Safety duties are not met, and school is not COVID Secure	Pupils, staff and parents	2.4.1 All statutory health and safety measures are met, reviewed and updated regularly	Health and Safety Policy has been reviewed and updated in Summer 1 2020. This is due to be reviewed annually. External Health and Safety risk assessments (annual review to be scheduled for autumn 1). Termly Link Governor visits to be scheduled with effect from autumn term – these will review the completion and maintenance of all risk assessments, training requirements and statutory reporting. (All reports available upon request).  <b>Updates on actions</b> 25.1.21 – link governor meetings have been held termly, annual H&S risk assessment has been completed by a third party. Actions are monitored by SLT.	1	2	2	SITE MANAGER	17.7.20	8.2.21	
		2.4.2 Educational visits check, and risk assessments are completed following statutory guidelines and Trust policies	Education visits policy reviewed; ensure that all risk assessments are completed in advance of the educational visit. Follow all government guidance when planning any visits. Templates of risk assessment to be reviewed as part of the health and safety risk assessment.  <b>Updates on actions</b> 24.01.21 – No changes to the above - All school trips remained cancelled as per government guidelines	1	2	2	HSD	17.7.20	8.2.21	
		2.4.3 Improve ventilation in classrooms and shared areas	All rooms and shared areas to be assessed to consider how ventilation can be improved; windows to be left open, doors ajar where possible; limit use of air conditioning and to ensure that fresh air is circulated throughout the building where possible.  <b>Updates on actions</b> 25.1.21 – guidance continues to be shared with staff to ensure that windows remain open and rooms are ventilated where possible.	1	2	2	HSD: EYFS/Y1  NS: LKS2  JNG: UKS2 & Y2	17.7.20	8.2.21	
		2.4.4 COVID-19 specific health and safety risk assessment completed	That a COVID-19 specific risk assessment is scheduled and completed in advance of September 2020.  <b>Updates on actions</b> 25.1.21- all relevant actions and recommendations were completed.	1	2	2	SITE MANAGER	17.7.20	8.2.21	
		2.4.5 Premises related actions following the completion of the risk assessment are completed as a priority	All pre-term premises checking tests are completed in a timely manner. Outcome of this risk assessment and external health and safety risk assessments are reviewed to ensure that any adaptations required to the building to accommodate the full complement of staff and pupils is reviewed and completed as a priority.  <b>Updates on actions</b> 25.1.21 – All actions from the bison risk assessment have been completed	1	2	2	SITE MANAGER	17.7.20	8.2.21	
2.5 Pupil requirements are not met due to limited engagement with specialists supporting vulnerable pupils	Pupils	2.5.1 Specialist and external agencies continue to support the school and pupils	All support should continue as appropriate to meet the needs of the pupils. Although these colleagues can move between schools, it is important to consider how this support would be managed and maintaining consistency with the colleagues who visit schools <b>Updates on actions</b> 25.1.21 – Where absolutely necessary specialist teachers can continue to visit school. All visitors must wear masks and follow all school guidance.	1	2	2	SENDco	17.7.20	8.2.21	
2.6 Appropriate policies and procedures not reviewed to support the	Pupils, staff and parents	2.6.1 All appropriate policies to be reviewed and shared with staff at appropriate juncture.	The following policies have been reviewed; health and safety, pastoral, teaching and learning.	1	2	2	HSD	17.7.20	18.01.21	
			<b>Updates on actions</b> 25.1.21 – Policies are reviewed and shared with staff internally for discussion during staff briefings, allowing colleagues the opportunity to share feedback and comments.						8.2.21	

COVID-19 guidance in advance of reopening										
2.7 No communication strategy in place	Pupils, staff and parents	2.7.1 Communication strategy in place supported by Trust	Templates in the event of the following events are saved centrally and updated as appropriate; pupil or member of staff sent home because of showing symptoms of the virus; negative test result; positive test result; local lockdown; larger 'groups' of children sent home; changes to government guidance,  <b>Updates on actions</b> 25.1.21 – communication strategies are monitored on a regular basis to ensure that a consistent approach is used when communicating with parents	1	2	2	HSD	17.7.20	8.2.21	
		2.7.2 Governors/ Trustees to receive regular updates at meetings	CEO to update Trust Board at regular intervals. School Leaders to continue with regular updates with the Chair of Governors.  <b>Updates on actions</b> 25.1.21 – regular updates in place with governors.	1	2	2	HSD	17.7.20	8.2.21	
<b>Section 3: Curriculum, behaviour and pastoral support</b>										
3.1 Curriculum expectations not met	Staff and pupils	3.1.1 Curriculum to be planned to ensure that broad and balanced curriculum is offered to all pupils	Develop and agree plans for September, which will include the recovery curriculum to support all pupils. Gap analysis is undertaken in Autumn 1 and specific provision is planned to close the identified gaps particularly in core subjects. Specific focus on music lessons to minimise spread of the virus when singing or playing instruments, maximum groups of 15 School COVID-19 Guidance notes specific actions and controls curriculum delivery.  <b>Updates on actions</b> COVID recovery curriculum initial plans are in place with curriculum weightings altered to support core catch up. Wider curriculum subjects to be continued to be taught on a reduced timetable - English and Maths missed teaching maps have been completed - Curriculum plans for phonics and arithmetic have been written - New map Maths in place to accelerate content - Timetable allows for additional daily 'catch up' lessons in core subjects - Timetable ensures staggers cater for a full day of learning - Assessments set for week 1 Autumn 1 for further gap identification - SENDCO has received timetables to create intervention timetable 5.1.21- The remote learning offer is well established and of a high standard. Leaders complete regular checks.	1	2	2	JNG & NS	17.7.20	8.2.21	
		3.1.2 Plans for physical activity is detailed and updated.	Physical activity is encouraged to include 'daily mile' breaks and PE lessons outdoors to provide provision. External equipment can be used by 'groups' of pupils, however they must be cleaned in between uses.  <b>Updates on actions</b> 25.1.21 – As part of the remote learning PE activities are expected with teachers setting activity suitable for garden spaces	1	2	2	PE LEAD	17.7.20	8.2.21	
3.2 No wellbeing and support in place for pupils and families		3.2.1 Appropriate plans are in place to identify and support families	Review curriculum and align with strategies to address wellbeing and mental health issues; A series of wellbeing sessions are planned to reintroduce pupils to a different routine and environment; any pupils affected by bereavement will be identified and supported individually.  <b>Updates on actions</b> 25.1.21 – During the lock down the SENDCO is posting lessons centred around wellbeing and the P4C programme. Children who need additional support are identified by the teacher and supported through phone calls and wider support where necessary	1	2	2	SENDCO	17.7.20	8.2.21	
3.3 No support to manage behaviour expectations		3.3.1 Ensure that all policies and procedures have been reviewed and appropriate to the setting	Behaviour policy and exclusions policy have been reviewed and updated. These will be circulated to ensure that a consistent approach has been adopted across the school. Plans agreed to ensure that specific support will be made available to those pupils struggling to reengage with school.  <b>Updates on actions</b> 24.01.21 – No changes - behaviour guidance is reiterated to all pupils, staff and parents ensuring that all procedures are followed regularly	1	2	2	JNG	17.7.20	8.2.21	
3.4 No pastoral support in place		3.4.1 Ensure that pastoral support is available for both pupils in and out of school.	Safeguarding policy has been reviewed and updated based on changes to KCSIE 2020. Remote learning policy and online safety policy shares guidance specific to online safety  <b>Updates on controls</b> 5.1.21 For all pupils working on site safeguarding procedures remain the same as prior to the lockdown.	1	2	2	HSD	10.9.20	13.1.21	

			For pupils completing remote learning teachers hold daily zoom meetings and weekly phone calls. Any pupils identified as needing additional support are followed up by our SENDCO and parent liaison officer. Where necessary external agencies are utilised for support							
<b>Section 4: Assessment and Accountability</b>										
4.1 Inspection criteria is not known and understood	Staff	4.1.1 Guidelines from OfSTED and DfE define assessment criteria	All government and OfSTED guidance related to inspections is updated and shared with all staff to mitigate any unnecessary anxiety re an 'inspection'  <b>Updates on actions</b> 6.1.21 – Government announcement has confirmed that OfSTED inspections will continue with a specific focus on the remote learning provision offered to pupils. The school offer is of a high standard	1	2	2	HSD	17.7.20	8.2.21	
4.2 No support in place for pupils and staff in preparation for summer assessments and exams	Staff, pupils	4.2.1 Clear expectations and guidelines from DfE	All guidance is shared with staff and pupils in a timely manner to ensure that any anxieties and unnecessary pressures that can be address.  <b>Updates on actions</b> 26.1.21 – Government announcement confirmed that there will not be any statutory KS1 or KS2 tests in summer 2021 relieving some of the uncertainties around assessment for staff and pupils.	1	2	2	JNG	17.7.20	8.2.21	
<b>Section 5: Contingency planning for outbreaks</b>										
5.1 No government support or guidance in the event of a local lockdown	Staff, pupils, parents	5.1.1 Clear expectations and guidelines from the government	Ensure that procedures are in place within the Trust to support the school community through a local lockdown; including a communication  <b>Updates on actions</b> 5.1.21 – Government guidance continues to be reviewed and monitored with the support of the Trust and shared with staff, parents and pupils where required.	1	2	2	HSD	17.7.20	8.2.21	
5.2 No remote curriculum in place	Staff, pupils, parents	5.2.1 Plans for remote learning are in place and all curriculum expectations are met	Plans for immediate remote learning are in place to ensure that support is available in the cases of local lockdowns, self-isolation and periods of 'groups' of pupils unable to attend school. Identify all pupils that may have restrictions with access to laptops and have an alternative available for example, printed packs. All remote learning will meet guidance in place to ensure that daily lessons/ assignments are set; and a broad and balanced curriculum is offered.  <b>Updates on actions</b> 25.1.21 – Class dojo has been utilised during periods where pupils are self-isolating in the autumn term. All pupils have now switched to remote learning. Parents and pupils are given the opportunity to share their feedback regarding the provision and the content is adapted as appropriate.  Remote learning provision meets all DfE guidelines ensuring that all pupils receive up to 5 hours of high quality teaching and learning daily including direct feedback from the teacher. Lessons and content are quality assured on a regular basis.	1	2	2	JNG & NS	17.7.20	8.2.21	