

CV19 Risk Assessment and operational plan for Nishkam Primary School Birmingham

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	RAG
Section 1: Public health advice to minimise coronavirus (COVID-19) risks										
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 an area where they will not encounter others and 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.	1	2	2	GK/DW	14.7.20	19.3.21	
			Updates on actions 26.2.21 – All guidance has been reviewed in advance of the reopening of the schools and will be shared with staff via briefings. Parents and staff are made aware pupils and staff must not attend school if they have any COVID-19 symptoms and follow government guidance. Flow chart has been created by school and shared with parents prior to reopening on the 8 th .							
		1.1.2 Separate room for child/ colleague who becomes unwell at school	The Principal's office is to be used for sick pupils to be kept in 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.	1	2	2	GK/DW	14.7.20	19.3.21	
			Updates on actions 26.2.21 – Area for child unwell has been reviewed to ensure that cleaning regime is in situ and all equipment available.							
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;	1	2	2	GK/DW	14.7.20	19.3.21	
			Updates on actions 26.2.21 – All guidance has been reviewed in advance of the reopening of the schools and will be shared with staff via briefings. Communication shared with parents and pupils regarding handwashing and respiratory hygiene. This will be a focus for pupils on their return on 8 th March. Information has been shared with children to go through on the 5 th March to prepare them and remind them of hygiene and hand washing expectations on their return.							
			Have appropriate signage/ posters on site referring to social distancing; including shared spaces such as staff room, kitchen, offices and classrooms;	1	2	2	RK	14.7.20	19.3.21	
			Updates on actions 26.2.21 – All posters and signage is in place across the school site. Screen in school hall are also used to provide children with reminders for hand washing before and after mealtimes.							
			Pupils to watch videos and review guidance on handwashing and respiratory hygiene;	1	2	2	GK/DW	14.7.20	19.3.21	

			Updates on actions 26.2.21 – All hand washing facilities are in situ.							
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	1	2	2	RK	14.7.20	19.3.21	
			Updates on actions 26.2.21 – All hand washing facilities are in situ.							
			Continue to monitor daily hand sanitisers, soap and stock; process to be documented;	1	2	2	RK	14.7.20	19.3.21	
			Updates on actions 26.2.21 – stock is monitored weekly by RK and replenished in advance of the reopening.							
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	GK/DW	14.7.20	19.3.21	
			Updates on actions 26.2.21 – pupils are reminded of respiratory hygiene at regular intervals. Information on this has been included within child-friendly communication to be shared with children on 5 th March.							
			Every classroom and shared communal space to have supplies of facial tissues; and lidded bins	1	2	2	RK	14.7.20	19.3.21	
			Updates on actions 26.2.21 – stock is monitored and replenished in advance of the reopening.							
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	RK	14.7.20	19.3.21	
			Updates on actions 26.2.21 – Cleaning schedule has been reviewed and in place for the reopening of the school.	1	2	2	RK	14.7.20	19.3.21	
			Cleaners – minimise contact with staff and pupils. Changes to scheduled cleaning to ensure that classrooms and shared spaces are empty before cleaning is completed.							
			Updates on actions 26.2.21 – Cleaners are made aware of the schedule and importance of social distancing. Risk assessments and staff guidance is shared with colleagues							
			Increased toilet cleaning to throughout the day; signage sheet in progress to ensure hourly checks have been completed	1	2	2	RK	14.7.20	19.3.21	
		Updates on actions 26.2.21 – Cleaning schedule has been reviewed and in place for the reopening of the school.								
		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	RK	14.7.20	19.3.21	
			Updates on actions 26.2.21 – Cleaning schedule has been reviewed and in place for the reopening of the school.							
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 (in primary and KS3) and year groups for KS4 and KS5. 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	GK/DW	14.7.20	19.3.21	
			Updates on actions 26.2.21 – 'Groups' have been reviewed by staff to ensure that they continue to meet DfE guidelines and minimise unnecessary contact where possible.							

	I.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	GK/DW/CP	14.7.20	19.3.21	
		Updates on actions 26.2.21 – social contact in communal areas has been reviewed and all one way systems in the building have been reviewed and in place in advance of the reopening.							
		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	GK/DW	14.7.20	19.3.21	
		Updates on actions 26.2.21 – Colleagues are made aware of the importance of social distancing. Risk assessments and staff guidance is shared with colleagues . RA to be sent by GK to school's onsite technician – 4/3/21							
		Kitchen 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	GK/DW	14.7.20	19.3.21	
		Updates on actions 26.2.21 – Colleagues are made aware of the importance of social distancing. Risk assessments and staff guidance is shared with colleagues to review on 5/3/21.							
		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	GK/DW	14.7.20	19.3.21	
		Updates on actions 26.2.21 – Colleagues are made aware of the importance of social distancing. Risk assessments and staff guidance is shared with colleagues. Guidance shared with all staff including office staff on 2/3/21.							
		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	GK/DW	14.7.20	19.3.21	
		Updates on actions 26.2.21 – Colleagues are made aware of the importance of social distancing. Risk assessments and staff guidance is shared with colleagues.							
		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	GK/DW	14.7.20	19.3.21	
		Updates on actions 26.2.21 – communication shared with parents requesting that any queries are raised over the phone or school email. Plans have been sent to parents on 1/3/21 via Class Dojo.							
		<u>External Visitors</u> 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	GW	7.9.20	19.3.21	
		Updates on actions 26.2.1 – External visits will be minimised unless essential. School COVID-19 guidelines are shared and QR code in place for Test and Trace.							
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.				GK/DW	14.7.20	19.3.21		
	Updates on actions 26.2.21 – no extracurricular activities in place, however wrap around care will be offered with children in year groups. A register will be kept of all those attending to ensure contacts can be easily identified for children attending wraparound provision.								

		1.6.4 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 4 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	CP	14.7.20	19.3.21	
			Updates on actions 26.2.21 – All guidance has been reviewed in advance of the reopening of the schools and will be shared with staff via briefings. Reminder given to all staff during update on 2/3/21.							
		1.6.5 Minimise contact between individuals and maintain social distancing in consistent groups wherever possible – inside the classroom	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	CP	14.7.20	19.3.21	
			Updates on actions 26.2.21 – Classroom environment has been reviewed to ensure that social distancing can be maintained where possible.							
			Equipment will not be shared where possible. Any shared equipment such as keyboards must be cleaned with surface spray/ alcohol wipes after use. Pupils to keep own books on desk in trays to minimise moving around the classroom in addition to own learning pack; 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	RK	14.7.20	19.3.21	
			Updates on actions 26.2.21 – Colleagues and pupils aware that resources should not be shared where possible. Cleaning materials in place to ensure that all shared equipment can be wiped clean or quarantined before using again.							
		1.6.6 Minimise contact between individuals and maintain social distancing in consistent groups wherever possible – break and lunchtimes	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	GK/DW/CP	14.7.20	19.3.21	
			Updates on actions 26.2.21 – All guidance has been reviewed in advance of the reopening of the schools and will be shared with staff via briefings. Communication shared with parents and pupils regarding staggered break and lunchtimes.							
		1.6.7 Minimise contact between individuals and maintain social distancing in consistent groups wherever possible – outdoor shared spaces/ playground	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.	1	2	2	GK/DW/CP	14.7.20	19.3.21	
			Updates on actions 26.2.21 – All guidance has been reviewed in advance of the reopening of the schools and will be shared with staff via briefings. Communication shared with parents and pupils regarding outdoor spaces.							
		1.6.8 Minimise contact between individuals and maintain social distancing in consistent groups wherever possible – shared spaces	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.	1	2	2	GK/DW/CP	14.7.20	19.3.21	
			Updates on actions 26.2.21 – All guidance has been reviewed in advance of the reopening of the schools and will be shared with staff via briefings.							
		1.6.9 Social distancing – outside of building	External one-way system 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.	1	2	2	GK/DW/CP	14.7.20	19.3.21	
			Updates on actions 26.2.21 – All guidance has been reviewed in advance of the reopening of the schools and will be shared with staff via briefings. Communication shared with parents and pupils regarding social distancing outside of the building. SLT to patrol entrance zones to ensure parents are not congregating and social distancing is being maintained.							

			In and out gates for drop off or pick up using vehicle gate and pedestrian gate at front and rear of school;	1	2	2	GK/DW/CP	14.7.20	19.3.21	
			Updates on actions 26.2.21 – All guidance has been reviewed in advance of the reopening of the schools and will be shared with staff via briefings. Communication shared with parents and pupils regarding social distancing outside of the building							
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 SM and replenished as and when required.	1	2	2	GK/DW	14.7.20	19.3.21	
			Updates on actions 26.2.21 – All guidance has been reviewed in advance of the reopening of the schools and will be shared with staff via briefings.							
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.	1	2	2	GK/DW	14.7.20	19.3.21	
			Updates on actions 26.2.21 – All guidance has been reviewed in advance of the reopening of the schools and will be shared with staff via briefings							
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,	1	2	2	GK/DW	14.7.20	19.3.21	
			Updates on actions 26.2.21 – Guidance received from DfE confirming that they will share relevant information dependent on the circumstances.							
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.	1	2	2	GK/DW	14.7.20	19.3.21	
			Updates on action 26.2.21 – Guidance from PHE is monitored closely by SLT ensuring that good practice is shared with the Executive Team							
1.11 Government guidance to complete LFD (Lateral Flow Device) tests is not followed.	Staff, pupils and parents	1.11.1 Staff do not complete LFD tests at home	Staff are encouraged to complete LFD home test kits and report any positive results to the school via a Microsoft Form. Staff also report results via the DfE portal.	1	2	2	GK	26.2.21.	19.3.21	
			Updates on action 26.2.21 – Communications have been shared explaining the importance of participating in the government LFD test initiative. Guidance has also been shared explaining the importance of reporting any positive test results and engaging with the NHS test and trace service							
Section 2 – School Operations										
2.1 Increased risk of transmitting virus using public transport	Staff, pupils and parents	2.1.1 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 this will not impact the overall teaching time	1	2	2	GK/DW	14.7.20	19.3.21	
			Updates on actions 26.2.21 – updated guidance is staff, parents and pupils are signposted to national guidelines re the use of public transport							

		2.1.2 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 remove before entering the school building and instructed not to touch the front of their face coverings during use or when 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. https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html NST COVID-19 Protocols and Procedures and School COVID-19 Guidance details the specific actions and controls.	1	2	2	GK/DW/CP	14.7.20	19.3.21	
			Updates on actions 26.2.21 - lidded bins are available in communal areas and classrooms ensuring that face covering can be disposed of safely.							
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.				GK/DW	14.7.20	19.3.21	
			Updates on actions 26.2.21 – Remote learning provision is in place for all pupils not attending school due to government guidance. Children who have to isolate once schools have reopened, will continue to receive remote learning as per the school guidance.							
		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,	1	2	2	BS	14.7.20	19.3.21	
			Updates on actions 26.2.21 – Communication has been shared with staff, pupils and parents re the importance of attendance at school, which is now compulsory. Parents are requested to contact the school if they have any particular anxieties or issues.							
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	1	2	2	CP	14.7.20	19.3.21	
			Updates on actions 26.2.21 – Staff continue to have regular updates from SLT regarding the support available and are encouraged to speak to SLT about any issues/anxieties they may have about returning to school – 2/3/21							
		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.	1	2	2	GK/DW	14.7.20	19.3.21	
			Updates on actions 26.2.21 – (CV) Clinically Vulnerable staff can return to school; Clinically Extremely Vulnerable (CEV) are discussed with their line manager in the first instance.							
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 (NSWL (needs to be booked asap) NHSB, NPSW (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).	1	2	2	GK/DW	14.7.20	19.3.21	
			Updates on actions 26.2.21 – Site managers have completed all statutory checks, external H&S provider to complete an onsite review when appropriate.							
		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.	1	2	2	CP	14.7.20	19.3.21	
			Updates on actions 26.2.21 – No educational visits are scheduled for this term based on government guidance.							

		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.	1	2	2	RK	14.7.20	19.3.21	
		Updates on actions 26.2.21 – classrooms and communal areas to be ventilated following government guidance. COVID-19 guidance reviewed and shared with staff. RK to check on a daily basis that doors and windows are open where possible.								
		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.	1	2	2	DW/GK	14.7.20	19.3.21	
		Updates on actions 26.2.21 – Inspection findings have been reviewed and recommendations have been implemented where appropriate.								
		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.	1	2	2	RK	14.7.20	19.3.21	
		Updates on actions 26.2.21 – All actions have been reviewed and considered as part of the reopening plans.								
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	1	2	2	GK/DW	14.7.20	19.3.21	
Updates on actions 26.2.21 – support for SEN pupils is continually reviewed. Engagement with specialist and external agencies continues as planned.										
2.6 Appropriate policies and procedures not reviewed to support the COVID-19 guidance in advance of reopening	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	RP	14.7.20	19.3.21	
Updates on actions 26.2.21- Policies are prioritised and reviewed based on government guidance. All changes are shared with staff and pupils (where appropriate)										
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,	1	2	2	RP	14.7.20	19.3.21	
			Updates on actions 26.2.21 – Communications are reviewed and updated across the Trust.							
		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.	1	2	2	GK/DW	14.7.20	19.3.21	
			Updates on actions 26.2.21 – Headteacher continues to meet with the Chair on a regular basis to discuss updates re the school.							
Section 3: Curriculum, behaviour and pastoral support										
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. Music and PE units have been selected to minimise the spread of the virus. For example, selecting dance will ensure equipment is not being used or shared, instrumental rather than singing units selected. School COVID-19 Guidance notes specific actions and controls curriculum delivery.	1	2	2	CP	14.7.20	19.3.21	
			Updates on actions 26.2.21 – Recovery curriculum has been reviewed and in situ for pupils. Plans shared with all staff on 2/3/21.							

		3.1.2 Plans for physical activity is detailed and updated.	Physical activity is encouraged to include daily movement breaks. Due to limited outdoor space and staggered break times, PE will have to take part indoors.	I	2	2	CP	14.7.20	19.3.21	
			Updates on actions 26.2.21 – PE lessons to resume when pupils are back on site meeting government guidelines.							
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	A 6-week mental health and wellbeing programme has been designed by BS to ensure all children returning to school have a specific PSHE programme of support on their return. This programme covers the topics of cleanliness, safety, happiness, loss, bereavement and optimism.	I	2	2	BS	14.7.20	19.3.21	
			Updates on actions 26.2.21 – Pastoral recovery plans in place to support the pupils. Children will be supported through remote resources to help them transition back to school.							
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.	I	2	2	DW/GK	14.7.20	19.3.21	
			Updates on actions 26.2.21 – Behaviour guidance and expectations shared with staff, pupils and parents. This will be shared via Class Dojo on 5/3/21 and revisited with children on 8/3/21.							
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	I	2	2	DW/GK	10.9.20	19.3.21	
			26.2.21 Policy in place to ensure that all aspects of safeguarding have been considered as the school reopens.							
Section 4: Assessment and Accountability										
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'	I	2	2	DW/GK	14.7.20	19.3.21	
			Updates on actions 26.2.21 Rolling programme of OfSTED inspections continue to be monitored.							
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.	I	2	2	DW/GK	14.7.20	19.3.21	
			Updates on actions 26.2.21 – regular updates are monitored by SLT and shared with the school community.							
Section 5: Contingency planning for outbreaks										
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 strategy [Q – This may be a Trust wide process with some local adaptations to the process]	I	2	2	DW/GK	14.7.20	19.3.21	
			Updates on actions 26.2.21 – Government guidance is monitored to ensure that that clear expectations are in place.							
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.	I	2	2	DW/GK	14.7.20	19.3.21	
			Updates on actions 26.2.21 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.							