nishkamschooltrust

CV-19 Risk Assessment and operational plan for Nishkam West London Secondary Phase

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 are isolated as quickly as possible	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.	1	2	2	JAT/NMA	13.07.20	8.2.21	
			Updates on control measures Jan 21- key areas from the guidance identified and discussed at each staff briefing reminding staff of key procedures in place. Regular reminders given and meetings of more than 5 people now moved to Microsoft Teams in light of lockdown							
		1.1.2 Separate room for child/ colleague who becomes unwell at school	The allocated medical rooms 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	JAT/TCR	13.07.20	8.2.21	
			Updates on control measures Jan 21 – medical rooms are monitored regularly to ensure that it is cleaned daily and sufficient PPE is available when required.							
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	TCR/NMA/City West/JAT/HoY	13.07.20	8.2.21	
			Updates on control measures Jan 21 – guidance continues to be shared with staff and pupils that are on site.							
			Have appropriate signage/ posters on site referring to social distancing; including shared spaces such as staff room, kitchen, offices and classrooms;	1	2	2	TCR	13.07.20	8.2.21	
			Updates on control measures Jan 21 – Signage and posters in situ around the school site and are monitored on a regular basis.							
			Pupils to watch videos and review guidance on handwashing and respiratory hygiene;	1	2	2	JAT / HoY	13.07.20	8.2.21	
			Updates on control measures Jan 21 – continued reminders shared with all pupils and staff on site at regular intervals.							
1.3 Limited hand washing facilities	Pupils, staff and parents	1.3.1 Hand sanitisers 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	JAT	13.07.20	8.2.21	
			Updates on control measures Jan 21- all hand sanitisers and moisturisers in situ around the school site. Additional sanitisers installed in and around the COVID testing area							
			Continue to monitor daily hand sanitisers, soap and stock; process to be documented;	1	2	2	NMA	13.07.20	8.2.21	
			Updates on control measures Jan 21– supplies are monitored and replenished on a regular basis.							

Hazard	Who	Control ref	Control measures	L	S	R	By whom	Date	Review	
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	JAT/TCR	13.07.20	8.2.21	
			Updates on control measures Jan 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	TCR	14.07.20	8.2.21	
			Updates on control measures Jan 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	NMA	14.07.20	8.2.21	
			Updates on control measures Jan 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. Revised schedule discussed with City West and submitted 08.01.21							
			Cleaners – minimise contact with staff and pupils. Changes to scheduled cleaning to ensure that classrooms and shared spaces are empty before cleaning is completed.	1	2	2	NMA	14.07.20	8.2.21	
			Updates on control measures Jan 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	NMA	14.07.20	8.2.21	
			Updates on control measures Jan 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	TC	14.07.20	8.2.21	
			Updates on control measures Jan 21 – High touch areas have been reviewed and cleaning schedule reflects any agreed changes.							
			Resources: Textbooks will be avoided where possible – relevant pages can be either photocopied or displayed on the interactive screen Exercise books – teachers can collect books in, but must adhere to hygiene rules, in particular washing hands thoroughly before marking Worksheets – can be handed out by teachers on the proviso that they have strictly adhered to hygiene routines Music – No wind instruments and no singing. Keyboards can be used on a carousel but will be wiped down after each use by pupils Food Preparation and Nutrition – there will be no practical work undertaken at school	1	2	2	RKH / NCH / VKE	15.07.20	8.2.21	
			Updates on control measures Jan 21 – all resources are used based on the procedures in place. Any changes are communicated to staff and pupils at regular intervals.							
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 year groups for Y9 and half year group bubble in Y7 and Y8 . 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	TCR / JAT	14.07.20	8.2.21	
			Updates on control measures Jan 21- Groups of vulnerable and critical worker children remain in smaller year group bubbles.							
		1.6.2 Minimise contact between individuals and maintain social distancing in consistent groups	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	SLT/SGA/ NMA	14.07.20	8.2.21	

				Updates on control measures	L	S	R	By	Date	Review
			wherever possible – **inside the building**	**Updates on control measures** Jan 21 – one way system continues to support the pupils and staff on site.						
				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	JAT	14.07.20	8.2.21
				Updates on control measures Jan 21 - IT Technician will not enter a classroom where there are pupils and will wear a face covering at all times in communal areas IT Technician is included in staff briefings where appropriate.						
				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	SRA	14.07.20	8.2.21
				Updates on control measures Jan 21- all office staff workstations are socially distances and guidelines are in place to support this.						
				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	TCR	14.07.20	8.2.21
				Updates on control measures Jan 21- Social distancing measures and procedures remain in place for the site management team. Site Team are included in staff briefings where appropriate.						
				Catering staff – minimise contact with staff and pupils. Catering staff to maintain social distancing where possible inside the kitchen, the number of people allowed in the area is restricted. 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	SRA	14.07.20	8.2.21
				Updates on control measures Jan 21 Social distancing measures and procedures remain in place for the catering team. Catering Team are included in staff briefings and safeguarding training where appropriate. Catering Team work on a rota basis during lockdown						
				External Visitors 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	SRA	7.9.20	8.2.21
				Updates on control measures Jan 21 – visitor forms in situ. The school also has a QR code which visitors are encouraged to use. During national lockdown onsite visits will be under exceptional circumstances only. All visitors requested to wear face coverings and strictly follow hygiene and social distancing rules.						
				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	TCR	14.07.20	8.2.21
				Updates on control measures Jan .21 – parents/ carers are encouraged to communicate with class teachers by phone and through the Enquiries email address.						
			1.6.3 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	VKE	14.07.20	8.2.21
				Updates on control measures Jan 21- wrap around care and out of school activities have stopped based on government guidelines.						
			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 maximum occupancy guidance issued for each room/area to staff. Video conferencing will continue to be encouraged for larger meetings even when colleagues are on site.	1	2	2	TCR	14.07.20	8.2.21

				L	S	R				
			NST COVID-19 Protocols and Procedures and School COVID-19 Guidance details the specific actions and controls.							
			Updates on control measures Jan 21 – All actions completed and procedures in place to enable social distancing within communal areas.							
		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	SGA	14.07.20	8.2.21	
			Updates on control measures Jan 21- 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. Pupils to keep own books in their bags. 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	NMA / GCA / LPA / VKE	14.07.20	8.2.21	
			Updates on control measures Jan 21 – all areas with shared equipment and sufficient cleaning resources.							
		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	TCR / JAT	14.07.20	8.2.21	
			Updates on control measures Jan 21- All meals are eaten in the dining hall, where pupils are required to socially distance.							
		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	SLT	14.07.20	8.2.21	
			Updates on control measures Jan 21 - staggered start and finish times set for pupils attending school during lockdown							
		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 and prayer sessions 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	SLT	14.07.20	8.2.21	
			Updates on control measures Jan 21 - Markings already in place from school opening							
		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	**TC**	14.07.20	8.2.21	
			Updates on control measures Jan 21- one way system continues to be followed on school site. Any adjustments due to the low numbers of pupils attending will be communicated to all parents, staff and pupils							
			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	TC	14.07.20	8.2.21	
			Updates on control measures Jan 21– current system continues and arrangements have been shared with parents							
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	TCR/SRA	14.07.20	8.2.21	
			Updates on control measures Jan 21 - Training for COVID test assistant on PPE completed							
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	Public Health England health protection team 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	TCR	14.07.20	8.2.21	

			Updates on control measures Jan 21- This was communicated with staff as part of a briefing.							
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	TCR	14.07.20	8.2.21	
			Updates on control measures Jan 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.							
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 PHE Health Protection Team and ensure that each case is managed appropriately to mitigate the risk of a potential outbreak.	1	2	2	TCR	14.07.20	8.2.21	
			Updates on action Jan 21 - PHE continue to be contacted if any positive cases amongst staff or pupils that are onsite							
Section 2 – School Operations										
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.	2	2	4	TCR	14.07.20	8.2.21	
			Updates on control measures Jan 21 – School bus service has been suspended due to National lockdown							
		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 this will not impact the overall teaching time	1	2	2	TCR/JAT	14.07.20	8.2.21	
			Updates on control measures Jan 21 – staff, parents and pupils are signposted to national guidelines re the use of public transport							
		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 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	TCR	14.07.20	8.2.21	
			Updates on control measures Jan 21- staff, pupils and visitors are requested to wear face coverings when inside and outside communal areas.							
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. Updates on control measures Jan 21 – Due to the National lockdown all pupils will be learning remotely from home . Follow up calls from Heads of Year for any child every day they are not present in lessons	1	2	2	SGA / MVI	14.07.20	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.	1	2	2	JAT	14.07.20	8.2.21	
			Updates on control measures Jan 21 – attendance for vulnerable pupils and children of key workers is monitored.							

Risk	Affected	Control ref	Control measures	L	I	R	Owner	Raised	Reviewed	
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	TCR	14.07.20	8.2.21	
			Updates on control measures Jan 21 – SLT continue to hold staff briefings sign posting colleagues to the employee assistance programme at regular intervals.							
		2.3.2 Staff who are clinically vulnerable or clinically extremely vulnerable	Staff guidance in place and circulated to identify any concerns specific to high risk staff.	1	2	2	TCR	14.07.20	8.2.21	
			Updates on control measures Jan 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.							
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. 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	TCR	14.07.20	8.2.21	
			Updates on control measures Jan 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.							
		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	JAT	14.07.20	8.2.21	
			Updates on control measures Jan 21– All school trips have been cancelled as per government guidelines							
		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	TCR	14.07.20	8.2.21	
			Updates on control measures Jan 21 – guidance continues to be shared with staff to ensure that windows remain open and rooms are ventilated 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	RPA / TCR	16.7.20	8.2.21	
			Updates on control measures Jan 21- all relevant actions and recommendations were completed.							
		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 adaptions required to the building to accommodate the full complement of staff and pupils is reviewed and completed as a priority.	1	2	2	RPA/TC	16.7.20	8.2.21	
			Updates on control measures Jan 21 – all relevant actions and recommendations either completed or are in the process of being completed							
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	GST	14.07.20	8.2.21	
			Updates on control measures Jan 21 – Specialist support still available remotely							
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, first aid pastoral, teaching and learning.	1	2	2	RPA / TCR SGA	14.07.20	8.2.21	
			Updates on control measures Jan 21 – Policies are reviewed and shared with staff internally for discussion during staff briefings, allowing colleagues the opportunity to share feedback and comments.							

				I	2	2				
2.7 No communication strategy in place	Pupils, staff and parents	2.7.1 Communication strategy in place supported by Trust	Templates in the case 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,	I	2	2	RPA	14.07.20	8.2.21	
			Updates on control measures Jan 21 – communication strategies are monitored on a regular basis to ensure that a consistent approach is used when communicating with parents.							
		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.	I	2	2	TCR/BPA	14.07.20	8.2.21	
			Updates on control measures Jan 21 – regular updates in place with governors.							
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.	I	2	2	TCR/SGA/ Subject Leads	14.07.20	8.2.21	
			Updates on control measures Jan 21- 30 lesson per week timetable in place with live learning across all subject areas from the start of lockdown.							
		3.1.2 Plans for physical activity is detailed and updated.	Physical activity is encouraged to include daily movement breaks.	I	2	2	VKE	14.07.20	8.2.21	
			Updates on control measures Jan 21 Vulnerable and critical worker pupils continue to wear PE kit on PE days							
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 will be followed 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	JAT / MGI / JBR / GST / TCR	14.07.20	8.2.21	
			Updates on control measures Jan 21 – minimum fortnightly phonecalls home to parents, in some cases more often. A pupil and parent survey also to be distributed 18.01.22. The school counsellor sees every pupil on site at least once per fortnight.							
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	JAT/HoY	14.07.20	8.2.21	
			Updates on control measures Jan 21 behaviour guidance is reiterated to all pupils, staff and parents ensuring that all procedures are followed.							
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	TCR / SGA	7.9.20	8.2.21	
			Updates on control measures Jan 21 - Remote meetings taking place with parents as required. Heads of Year available on site. Safeguarding Policy addendum to be reviewed to provide specific support for pupils that are still onsite							
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	TCR	14.07.20	8.2.21	
			Updates on control measures Jan 21 - Government announcement has confirmed that OfSTED inspections will continue with a specific focus on the remote learning provision offered to pupils							
Section 5: Contingency planning for outbreaks										
5.1 No government support or guidance in	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.	I	2	2	RPA	14.07.20	8.2.21	
			Updates on control measures							

the event of a local lockdown			Jan 21 – Government guidance continues to be reviewed and monitored with the support of the Trust and shared with staff, parents and pupils where required.							
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. All learning platforms used have been meet all National Cyber Security Centre guidelines. **Updates on control measures** Jan 21 – Teams 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 feeback 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 using the package PAM.	1	2	2	TCR / SGA	14.07.20	8.2.21	