

# COVID19: Full opening from March Risk Assessment and Action Plan

SCHOOL NAME: Thriftwood School

OWNER: Georgina Pryke

DATE: 27<sup>th</sup> February 2021

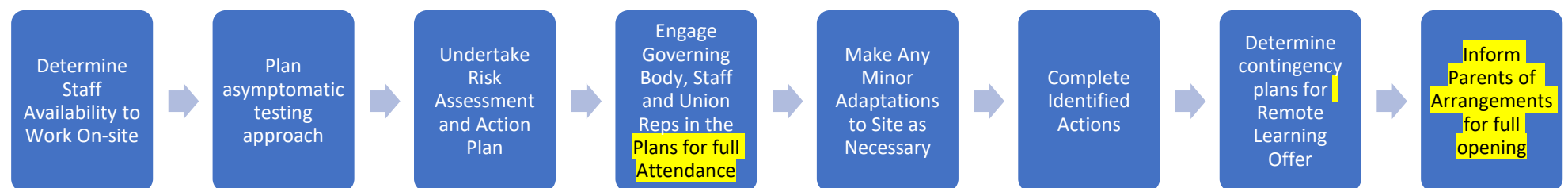
## Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to respond to restricted attendance at the school during the latest national lockdown period (from January 2021) and ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy (Jan '21) – to cover lockdown
- CYP Response Plan (Jan '21)
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

## Risk Assessment for Restricted Attendance Steps:



## **Risk Assessment/ Action Plan Sections:**

<b>Engagement in Risk Assessment and Planning</b> .....	3
<b>Site Arrangements</b> .....	3
<b>Emergency Evacuations</b> .....	3
<b>Cleaning and waste disposal</b> .....	4
<b>Classrooms</b> .....	6
<b>Staffing</b> .....	7
<b>Group Sizes</b> .....	10
<b>Social Distancing</b> .....	11
<b>Transport</b> .....	<b>Error! Bookmark not defined.</b>
<b>Catering</b> .....	12
<b>PPE</b> .....	13
<b>Response to suspected/ confirmed case of COVID19 in school</b> .....	13
<b>Remote Education Plan</b> .....	14
<b>Safeguarding</b> .....	14
<b>Curriculum / learning environment</b> .....	15
<b>CYP with SEND</b> .....	15
<b>Attendance</b> .....	16
<b>Communication</b> .....	16
<b>Governors/ Governance</b> .....	17
<b>School events, including trips</b> .....	17
<b>Finance</b> .....	17

*\*The below table includes examples in grey, these are not exhaustive.*

<b>Theme</b>	<b>Control Measures</b>	<b>Risk to Implementation</b>	<b>Risk Level Pre-Action</b>	<b>Action Required / Decision Made</b>	<b>Action Completed Date</b>	<b>Risk Level Post-Action</b>
<b>Engagement in Risk Assessment and Planning</b>	<i>Risk assessment process fully engages staff, governing body and union representatives.</i>			<b>Share with staff and parents.</b>		
<b>Site Arrangements</b>	<i>Office spaces re-designed to allow office-based staff to work safely (considering remote working).</i>	None	M	Kim to work at home on days Darren / Dave are in school. Sam working reduced hours on site. Steph working in school 3 days a week.	08.03.21	L
	<i>Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.</i>	None.	M	Reminder not to loiter in the reception area.	07.01.21	L
	<i>Deliveries left in reception, and moved by own staff.</i>	None	L	Parcels and letters opened by staff wearing gloves	07.01.21	L
	<i>Dedicated testing site organised, signage up and cleaning processes in place (see full guidance available).</i>	Use of changing room for children changing – have to change in class.	M	Using the girls changing room as a testing site. See separate risk assessment. This will only be until Easter, then full use of changing room resumed.	08.03.21	L
<b>Emergency Evacuations</b>	<i>Evacuation routes are confirmed, and signage accurately reflects these. NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i>	<i>Each class has its own exit door to the outside</i>	M	Revised evacuation procedure and share with all staff and children. Practised in September 2020. Termly rehearsal – to be carried out when all students and staff return.  Fire drill. Share PEEP. Review termly.	04.01.21	L

	<i>Consideration given to PEEP – buddies are assigned or reassigned according to available persons.</i>	<i>PEEP for one pupil in year 5.</i>				
<b>Cleaning and waste disposal</b>	<i>Enhanced cleaning regime is in place in line with <a href="#">COVID19: Cleaning in non healthcare settings guidance</a>.</i>	<i>Increased use of shared areas</i>	<i>M</i>	<p><i>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly – classroom staff to wipe down surfaces regularly throughout the day with cleaning products provided. Doors propped open where possible with door stops provided to reduce touching of handles.</i></p> <p><i>Hand towels and handwash are to be checked and replaced as needed by David Bailey and cleaning staff</i></p> <p><i>Toilet facilities particularly door handles, locks and toilet flush cleaned an additional time during the day.</i></p> <p><i>Use of Milton disinfectant mist to clean areas shared between bubbles – such as art room, sensory room, hall, PE equipment, changing rooms, library – by staff as they finish in an area.</i></p> <p><i>Hall chairs to be sprayed by kitchen staff between sittings.</i></p>	<i>07.01.21</i>	<i>L</i>
	<i>Cleaning staff capacity is adequate to enable enhanced cleaning regime.</i>		<i>L</i>		<i>08.03.21</i>	<i>L</i>

	<p><i>Adequate cleaning supplies and facilities around the school are in place.</i></p> <p><i>Arrangements for longer-term continual supplies are also in place.</i></p>		<i>M</i>	<p>Regular procurement of cleaning products and a system in place to note when new orders need to be placed.</p> <p>Hand sanitiser available at the school entrance, staffroom, every classroom.</p> <p>Lidded bins in classrooms</p> <p><i>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</i></p>	<i>Sept 20</i>	<i>L</i>
	<p><i>Sufficient time is available for the enhanced cleaning regime to take place.</i></p>		<i>M</i>	<p><i>Cleaning areas allocated and shared between cleaning staff, with caretaker in a flexible role to pick up extra cleaning and provide support if required.</i></p> <p><i>Staff to leave the site at the end of the day promptly</i></p>	<i>Sept 20</i>	<i>L</i>
	<p><i>Waste disposal process in place for potentially contaminated waste, including testing waste.</i></p>		<i>L</i>	<p><i>Waste bags and containers - kept closed and stored in the boiler room in yellow contamination bags</i></p> <p><i>Waste collections made as per the current situation as stored outside the front of school so no access through school required.</i></p>	<i>Sept 20</i>	<i>L</i>
	<p><i>Process in place for safe removal and/or disposal of face masks.</i></p>	<p>Reluctant use of masks amongst pupils</p>	<i>M</i>	<p><i>Year 7 pupil upwards encouraged to wear their face masks throughout the day. Stored in their bag during the day if unable to wear them.</i></p> <p><i>Disposable face masks to be placed in medical bin waste.</i></p>	<i>04.01.21</i>	<i>L</i>

<b>Classrooms</b>	<i>Classrooms allow as much space between individuals as practical.</i>		<del>M</del>	<i>Configuration of desks to reduce as much face to face contact as possible.</i>		L
	<i>Classroom entry and exit routes have been determined and appropriate signage in place.</i>		L	<i>All classroom bases have an outside door, with the exception of the ICT room. This is the only classroom that pupils will need to walk through corridors to get to.</i>	Sept 20	L
	<p><i>Appropriate resources are available within all classrooms e.g. IT, age specific resources.</i>  <i>NB: sharing of equipment should be limited to the bubble. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].</i></p> <p><i>Non-essential equipment or resources which are not easily washable or wipeable have been removed.</i></p> <p><i>Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</i></p>		L	<p><i>Amalgamation of classes as appropriate for the smaller number of students, e.g. year 7 classes combined, yr 8 classes combined. Age appropriate materials shared.</i></p> <p><i>Toys and games are back in the classroom, but only used within the bubble.</i></p> <p><i>Soft chairs are back in the classroom to provide reading corners and calm zones. Can be Milton misted as required.</i></p> <p><i>Posters displayed where appropriate – however many children unable to read. Handwashing to be taught explicitly and to be an integral part of the curriculum.</i></p>	Sept 20	L

	<i>Furniture arranged to minimise contact as much as possible e.g. Desks side by side, facing front, where age appropriate.</i>	<i>Round dining room tables.</i>	<i>M</i>	<i>Limit number of pupils sat per table and always from same bubble. Tables between use of separate bubbles.</i>  <i>Table configurations within classrooms to take into account minimizing face to face contact.</i>	<i>Jan 21</i>	<i>L</i>
	<i>Shared area classrooms</i>	<i>A number of specialist areas are used by several classes, from across the bubbles, during the day</i>	<i>M</i>	<i>Each area will be cleaned after used by the teaching team using a Milton mist spray.</i>  <i>These areas include: sensory room, art room, food tech, music room, library, changing rooms, intervention rooms.</i>	<i>Jan 21</i>	<i>L</i>
<b>Staffing</b>	<i>Staffing numbers required for full reopening have been determined including support staff such as facilities, IT, midday and office/admin staff.</i>		<i>M</i>	<i>All classroom staff back on site full time, with the exception of shielding staff member.</i>  <i>Teachers to have PPA at home.</i>  <i>Admin staff to continue to rota if appropriate to reduce numbers in the office,</i>	<i>8.03.21</i>	<i>L</i>
	<i>Approach to staff absence reporting and recording in place. All staff aware.</i>		<i>M</i>	<i>Normal procedures to be applied</i>  <i>Temperature check for all staff entering the building</i>  <i>Twice weekly testing for staff at home</i>	<i>8.03.21</i>	<i>L</i>
	<i>Risk assessments in place for those staff who are shielding, (clinically extremely vulnerable), and appropriate arrangements for mitigating risk are identified.</i>	<i>Business manager shielding and working from home.</i>	<i>H</i>	<i>Financial information sent home and a home office set up for Beccy.</i>	<i>01/08/20</i>	<i>L</i>

	<i>Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.</i>	<i>Senior LSA shielding and working from home</i>		Hannah making calls to all the remote learners in Primary and Upper school. Ruth for middle school.  ALL staff have opportunity to update their risk assessment at any point.		
	<i>Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.</i>		<i>M</i>	New timetables in place, cover supervisors used as cover – 1 allocated to each bubble.	<i>06.01.21</i>	<i>L</i>
	<i>Consideration given to staff clothing expectations and information shared with staff. to ensure clothes worn are easily washable (e.g. no ties).</i>		<i>L</i>	<i>Follow the Code of Conduct and dress with warm clothing as windows and doors open for ventilation. Learning outside weather permitting.</i>	<i>08.03.21</i>	<i>L</i>
	<i>Approaches for meetings and staff training in place.</i>		<i>M</i>	<i>CPD to be delivered remotely wherever possible.</i>  <i>Department meetings via Teams</i>  <i>SLT to meet remotely fortnightly.</i>  <i>Communication via email for all messages / staff notice boards.</i>	<i>06.01.21</i>	<i>L</i>
	<i>Staffing roles and responsibilities with regards to the continued remote provision alongside in-school provision agreed and communicated.</i>		<i>L</i>	<i>Weekly phone calls home for all pupils off site by Hannah and Ruth</i>  <i>Paper packs for those that need it.</i>  <i>Laptops ready to be deployed for those remote learners as and when required.</i>	<i>8.03.21</i>	<i>L</i>



	<p><i>Consideration given to the options for redeployment of staff to support the effective working of the school.</i></p> <p><i>If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.</i></p>		L	<p><i>Cover supervisors used to provide teacher PPA / rota. Lessons planned by teachers.</i></p>	Sept 20	L
	<p><i>Approach to support wellbeing, mental health and resilience in place, including bereavement support.</i></p> <p><i>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</i></p>		M	<p><i>Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service</i>  <a href="https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx">https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx</a></p> <p><i>Supervision for all available (fri pm)</i></p> <p><i>Identified as focus on the AIP and within Healthy schools project at school.</i></p> <p><i>Remote CPD linked to mental health for all.</i></p> <p><i>Open communication with staff to promote trust and respect ethos.</i></p>	Jan 21	L
	<p><i>Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.</i></p>		L	<p><i>Staff will be provided with a lateral flow test to undertake twice weekly at home. System in place for them to share results with school. If have a positive lateral flow then need to undertake a PCR. Separate guidance written for staff.</i></p>	8.03.21	L
	<p><i>Any staff contracts that need to be issued, extended or amended considering the current situation have been.</i></p>		L	<p><i>One member of staff's contract reduced to zero hours due to family situation – now offered a reduced timetable for return</i></p>	8.03.21	L
	<p><i>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</i></p>		M	<p><i>No non essential visitors in school at this time. Repair contractors to wear masks, temperature taken and to remain at a social distance at all</i></p>		L

	<i>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</i>			<i>times. Limit time spent in the school building reduced whenever possible.</i>	<i>05.01.21</i>	
	<i>Arrangements in place for any externally employed adults delivering learning in school. Protocols shared appropriately</i>		<i>L</i>	<i>Sports coaches who are working outside will be allowed back on site, but all other coaches cancelled. To be reviewed after Easter.</i>	<i>8.03.21</i>	<i>L</i>
<b>Group Sizes</b>	<i>All bubbles have been determined in accordance with the principle of limiting social interactions and small consistent groups of CYP that can remain separate from other people and groups</i>  <i>All children and young people are included in distinct groups/ 'bubbles' that do not mix and the number of children and young people in each bubble is as small as possible.</i>		<i>M</i>	<i>KS2 bubble – Robins, Puffin, Kingfisher and Swan/ Wren. KS3 – Jay / Rook, Magpie / Crow, woodpecker, Eagle / Kestrel. Bubbles on separate playgrounds and in the dinner hall at separate times – NO mixing at all. Breakfast club for primary pupils only</i>	<i>8.03.21</i>	<i>L</i>
	<i>Staffing allocations to groups determined, minimising contact with multiple groups as much as possible</i>		<i>M</i>	<i>Staff to remain in the same bubble with the exception of Sally / Richard and Mina who works across both bubbles. Staff remain with their bubble for play / lunch duty. Anne to remain with the primary bubble. 2 separate staffrooms identified.</i>	<i>05.01.21</i>	<i>L</i>
	<i>Arrangements for social distancing in place to consider:</i> <ul style="list-style-type: none"> <li><i>Staggered school drop off/pick up times and</i></li> </ul>	<i>Pupils dropped off by buses (no clear bubbles)</i>				<i>L</i>

<b>Social Distancing and face covering</b>	<p><i>locations (if possible) without reducing teaching time</i></p> <ul style="list-style-type: none"> <li>• <i>Staggered or limited amounts of moving around the school/ corridors</i></li> <li>• <i>Classroom design</i></li> <li>• <i>Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches</i></li> <li>• <i>Toilet arrangements</i></li> </ul>		M	<p>Move to separate playgrounds upon arrival. No corridor movement as all classrooms have an outside door with the exception of ICT. Break and lunchtimes on separate play areas. Each class group has own toilets.</p>	05.01.21	
	<p><i>Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.</i></p>		L	<p><i>On arrival, students move straight to separate outside play areas.</i></p>	Sept 20	L
	<p>Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.</p>		L	<p><i>Handwashing and cleaning (if needed)</i></p> <p><i>Conversations with parents</i></p> <p><i>Risks assessments and individualised approach in place for students who might struggle to follow expectations</i></p>	Sept 20	L
	<p>Approach to assemblies</p>		L	<p>Continue with the no assembly rule.</p>	8.03.21	L
	<p>Arrangements in place for the use of the playground, including equipment.</p>		M	<p>Fixed play equipment still to be used by pupils but hands washed and sanitised before and after play time.</p>	Sept 20	L

	Arrangements for face covering		M	All staff to wear a face covering indoors at all times (Exception is teaching PE), unless communication is impeded.  Pupils from year 7 upwards encouraged to wear a face covering if able during the day.	8.03.21	L
<b>Transport</b>	Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible.	Bus provider unable to keep children in bubbles	M	Encourage different row seating. Ensure driver and escort have face covered and report any concerns to Kinect.	8.03.21	M
	Children and young people reminded to wear face coverings on public and school transport.		M	Reminder sent to all parents regarding face coverings.	8.03.21	L
<b>Catering</b>	<i>Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.</i>		M	Kitchen open for all pupil on site. Kitchen staff to continue to serve at the door, preventing pupils from having access to food that they are not going to eat themselves.	8.03.21	L
	Arrangements for the continued provision of FSMs for children not attending school are in place.		L	Vouchers purchased through Eden Red moving forward as per Government guidance	8.03.21	L
	Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other groups.		M	Lunch sitting KS2 time: 12.10 – 12:35 location: Hall  Lunch sitting KS3 time: 12.35 - 1.05 location: Hall	08.03.21	L
	Arrangements for food deliveries in place		L	Brakes delivery straight to the kitchen door from the outside – no travelling through school.	05.01.21	L

				Tesco delivery straight to the conservatory door – no travelling through school.		
<b>PPE</b>	<i>PPE requirements understood and appropriate supplies in place.</i>		<i>L</i>	All staff to wear a face covering indoors at all times (Exception is teaching PE), unless communication is impaired.  Full PPE to be worn by staff administering the covid test. See separate risk assessment	<i>8.03.21</i>	<i>L</i>
<b>Response to suspected/ confirmed case of COVID19 in school</b>	<i>Approach to confirmed COVID19 cases in place: during school day</i> <ul style="list-style-type: none"> <li><i>Which staff member/s should be informed/ take action</i></li> <li><i>Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated</i></li> <li><i>Cleaning procedure in place</i></li> <li><i>Arrangements for informing parent community in place</i></li> </ul>		<i>M</i>	If confirmed positive case via LFT, then staff member to be informed immediately, to gather their belongings and leave the school site for a PCR test. Area to be immediately cleaned by Dave / cleaners as appropriate.  If information regarding the need for a child to self isolate is phoned in, child to go to the medical room to self isolate with their belongings – door closed and window open whilst awaiting collection from parents.  Standard public health letter informing all parents to be sent home, alongside specific self isolating letter to identified individuals	<i>Sept 20</i>	<i>L</i>
	<i>Approach to confirmed COVID19 cases in place: outside of school hours (within cohort of children/young people learning on-site only)</i> <ul style="list-style-type: none"> <li><i>Cleaning procedure in place</i></li> <li><i>Arrangements for informing parent community in place</i></li> </ul>		<i>L</i>	Positive case test log ready to record cases, who it impacts, which bubbles need to be shut, date letter sent out etc. Positive case in the community letter to be sent out.	<i>Dec 20</i>	<i>L</i>

<b>Remote Education Plan</b>	Contingency plan for remote learning developed should self isolation or restricted attendance be required		M	Class dojo used by Primary and Middle school and work will be added to this. Paper packs sent home to upper school pupils. Whole bubble isolation will trigger video learning. Hannah and Ruth to continue to communicate with families at home weekly.	8.03.21	L
	Technology support in place. DFE laptop allocation ordered.		M	Laptops given out to families that identify a need. Log kept of allocations. Families to collect where possible, or delivered by staff if collection not possible.	8.03.21	L
<b>Safeguarding</b>	<i>Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.</i>		H	Staff safeguarding refresher training undertake during February inset day. Updated child protection policy in place and staff have read the KCSiE part one again	12.02.21	L
	<i>Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP and families to complete risk assessments and planning.</i>			On-going		
	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.		M	Review risk management plans for any pupils on site. All staff wearing a mask and everyone encouraged to hand wash throughout the day.	8.03.21	L
	<i>Current learning plans, revised expectations and required adjustments have been considered.</i>			Curriculum summaries communicated with parents and available on the website.		

<b>Curriculum / learning environment</b>	<i>Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?</i>		L	PE outside weather permitting. No contact games played. Social distancing within all lessons whenever possible.	8.03.21	L
	<i>Whole school approach to adapting curriculum (S/M/L term), including:</i> <ul style="list-style-type: none"> <li>• Wellbeing curriculum</li> <li>• recognising 'non-curriculum' learning that is being done at home</li> <li>• capturing pupil achievements/ outcomes</li> <li>• utilising the DfE 'catch-up' funding and programmes</li> <li>• responding to DfE remote learning expectations</li> </ul>		M	Each lesson differentiated to meet the needs of all pupils. Planned use of catch up funding and PPG displayed on the website. Review to be undertaken. <i>Full curriculum offer back available with the exception of trips and visits off site not permitted.</i>  <i>Communal areas will be thoroughly cleaned after use.</i> <i>Access to food tech, science and other equipment permitted with cleaning regime in place.</i>	8.03.21	L
	Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.		L	Amendment added to behaviour policy regarding following social distancing rules. Whole policy due to be reviewed this year with the college.	Jan 21	L
	Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to contingency remote learning plan.		M	Online safety part of the remote learning provided and also part of every computing lesson on site.	Sept 20	L
<b>CYP with SEND</b>	<i>Approach to provision of the elements of the EHCP including health/therapies in place.</i>		M	Health professionals and speech professionals will be allowed on site. Speech needs met within the class group on site and reduced language and visuals used to support remote learning as appropriate. Counselling (EWMHS) on site in the conservatory for high priority cases	8.03.21	L

	<i>Annual reviews.</i>			All reviews have taken place.		
<b>Attendance</b>	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious		<i>H</i>	Clear communication sent to parents detailing how we are working. Offers of support via pastoral team as required. Phone calls home to those not in school to discuss worries	<i>1.31.21</i>	<i>L</i>
	Approach to support for parents where rates of persistent absence were high before closure.		<i>M</i>	Phone calls from Deputy / pastoral team home. Home visit or zoom call as appropriate. Possible part time programme as gradual reintegration if required.	<i>8.03.21</i>	<i>L</i>
<b>Communication</b>	<i>Information shared with staff around the full attendance plan, including amendments to usual working patterns/practices and groups.</i>		<i>M</i>	Timetables planned and shared with staff. Communication sent to staff re new practices sent, alongside guidance for testing at home.	<i>1.03.21</i>	<i>L</i>
	Risk Assessment published on website.			Yes		
	<i>Communications with parents on the:</i> <ul style="list-style-type: none"> <li>• <i>current arrangements for education and welfare checks/ safeguarding arrangements</i></li> <li>• <i>Social distancing plan</i></li> <li>• <i>Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning</i></li> <li>• <i>Attendance</i></li> <li>• <i>Uniform</i></li> <li>• <i>Transport</i></li> <li>• <i>Behaviour</i></li> </ul>		<i>M</i>	Letter re. remote learning and school offer sent. Curriculum summary sent. Continued information as changes occur regarding how we are keeping the pupils and staff safe.	<i>1.03.21</i>	<i>L</i>



	<ul style="list-style-type: none"> <li>• <i>Test and trace</i></li> </ul> <p><i>Expectations when in school and at home</i></p>					
	<i>On-going regular communication plans determined to ensure parents are kept well-informed</i>		<i>L</i>	Letters, website updates, text round	<i>March 21</i>	<i>L</i>
<b>Governors/ Governance</b>	<i>Meetings and decisions that need to be taken are prioritised.</i>		<i>M</i>	Head teacher meetings held weekly to share information with the Trust.	<i>Jan 21</i>	<i>L</i>
	<i>Certain aspects of governance are on-hold in order to deal with the immediate situation, these are agreed and clear with all governors and there is a plan for then these will be reviewed and potentially reinstated.</i>			Trust responsibility.		
	Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. Refer to Headteacher wellbeing materials.					
<b>School events, including trips</b>	<i>The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.</i>		<i>L</i>	On trips and visits on hold. Residential visits cancelled for the year. Swimming and gymnastics cancelled for the rest of academic year.	<i>8.03.21</i>	<i>L</i>
<b>Finance</b>	<i>Additional costs incurred due to COVID19 are understood and clearly documented.</i>		<i>L</i>	On-going log by Business Support when applicable. Substantial carry forward means we can support the additional expenditure	<i>05.01.21</i>	<i>L</i>
	<i>Insurance claims, including visits/trips booked previously.</i>			Managed by Business support.		

	<p><i>Reintroduction or re-contracting services, such as:</i></p> <ul style="list-style-type: none"> <li>• <i>Cleaning</i></li> <li>• <i>IT support</i></li> <li>• <i>Catering</i></li> </ul>			N/A		
	<p><i>Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.</i></p>			N/A		
<b>Before and after school clubs</b>	<p>Approach in place for before/after school clubs implements the necessary protective measures including restricted attendance</p>	<p>No after school clubs offered for the rest of the year</p>		<p><i>Breakfast club offered to primary students only to keep a single bubble approach.</i></p>		
<b>Testing</b>	<p>Test kits are securely stored and distributed to staff and students</p>		L	<p><i>Test kits stored in Headteachers office. Signing out log created.</i></p>	2.03.21	L
	<p>Staff and students are aware of how to safely take and process the test. Shared the following: NHS instruction leaflet Training video and online resources Contact details if queries Process for reporting incidents</p>		L	<p><i>Online 'forms' document created for staff and students to share their results. Log to sign out tests. Clear guidance sent to staff and prepared for parents. Students trained in the testing process using a double nasal swab, using videos, pictures and demonstration. These will be sent home to parents.</i></p>	2.03.21	L
	<p>Staff and students are aware of how to report their test results to school and to NHS Test and Trace</p>		L	<p><i>Forms document clearly describes how to inform school and the Track and Trace service.</i></p>	2.03.21	L
	<p>Process in place to monitor and replenish test supplies</p>		L	<p><i>Monitored by Head / deputy and new equipment ordered as appropriate</i></p>	2.03.21	L