

COVID19: Full opening Thriftwood College 8th March Risk Assessment and Action Plan

SCHOOL NAME: Thriftwood College

OWNER: Mr Hutchings

DATE: March 2021

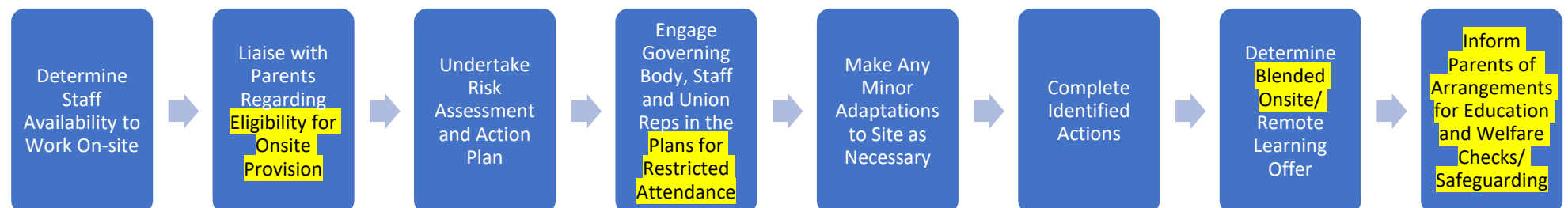
Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to respond to the full re-opening of Thriftwood College on the 8th March 2021.

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:

Engagement in Risk Assessment and Planning	3
Site Arrangements	3
Emergency Evacuations	4
Cleaning and waste disposal	4
Classrooms	6
Staffing	8
Group Sizes	13
Social Distancing	14
Transport	15
Catering	16
PPE	17
Response to suspected/ confirmed case of COVID19 in school	17
Remote Education Plan	18
Safeguarding	19
Curriculum / learning environment	20
CYP with SEND	21
Attendance	21
Communication	22
Governors/ Governance	Error! Bookmark not defined.
School events, including trips	24
Finance	24

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

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Engagement in Risk Assessment and Planning	Risk assessment process fully engages staff, governing body and union representatives.					
Site Arrangements	Office spaces re-designed to allow office-based staff to work safely (considering remote working).	<i>Office does not allow for adequate space between staff members,</i>	M	<i>Office staff desks repositioned. Staff working on a home rota until necessary. Only essential cover on site.</i>	04/01/21	L
	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>Bottlenecks possible at entrance to school. Social distancing a possible issue.</i>	M	<i>2-meter markers are present on floors. One way systems in place for students to enter and exit the College . Signage in place.</i>	04/01/21	L
	Consideration given to premises lettings and approach in place.	N/A.	M	<i>No Lettings during Covid-19 situation</i>	04/01/21	L
	Consideration given to the arrangements for any deliveries.	<i>Parcel delivery might mean outside person's entering the building</i>	M	<i>Deliveries dealt with outside the front entrance. Parcels to be quarantined or wiped down</i>	04/01/21	L
	Dedicated testing site organised, signage up and cleaning processes	<i>Staff/pupils not tested weekly</i>	M	<i>3 student tests to be given over a week and a half. From then on testing for</i>	05/03/21	L

	in place (see full guidance available).			students will be completed from home 2xweek. Staff will test 2xweek from home 8 th March onwards		
Emergency Evacuations	Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i>	<i>Evacuation routes would cause multiple groups/bubbles of people to come into contact. More appropriate alternatives are possible.</i>	M	<i>Revised evacuation procedure and share with all staff and children.</i>	04/01/21	L
	Consideration given to PEEP – buddies are assigned or reassigned according to available persons. Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.	<i>Staff needing to work from home are current PEEP buddies and so reassignment necessary.</i>	M	<i>Buddy system updated</i> <i>Fire drill and walk throughs.</i>	04/01/21	L
Cleaning and waste disposal	Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non healthcare settings guidance.</u>	<i>No cleaning materials. Staff and students do not implement cleaning routines</i>	M	<i>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</i> <i>Hand towels and handwash are to be checked and replaced as needed by (insert name or</i>	04/01/21	L

				<p><i>job titles) and cleaning staff</i></p> <p><i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</i></p>		
	Cleaning staff capacity is adequate to enable enhanced cleaning regime.	<i>Staff are absent</i>	<i>M</i>	<p><i>All staff & pupils involved in cleaning regimes throughout the day</i></p> <p><i>Areas used may be limited by the factor of No. of staff available</i></p>	<i>04/01/21</i>	<i>L</i>
	<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	<p><i>No hand sanitiser for visitors to reception.</i></p> <p><i>Classrooms do not have tissues.</i></p> <p><i>Low supply of soap.</i></p>	<i>M</i>	<p><i>Site manager to ensure supplies are always available</i></p> <p><i>Hand sanitiser available at the school entrance</i></p> <p><i>Lidded bins in classrooms</i></p> <p><i>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</i></p> <p><i>Stock check and ordering schedule reviewed and order made.</i></p>	<i>04/01/21</i>	<i>L</i>

	Sufficient time is available for the enhanced cleaning regime to take place.	<i>Lessons run late</i>	<i>M</i>	<i>All staff advised to leave the site by X time in order for cleaning to be undertaken.</i>	<i>04/01/21</i>	<i>L</i>
	Waste disposal process in place for potentially contaminated waste, including testing waste. Process in place for safe removal and/or disposal of face masks.	<i>Potential contaminated waste stored unsafely</i>	<i>M</i>	Waste bags and containers - kept closed and stored separately from communal waste for 72 hours Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours). Hazardous waste collection organised.	<i>04/01/21</i>	<i>L</i>
Classrooms	Classrooms allow as much space between individuals as practical.	Students not given the maximum opportunity to social distance as much as they can.	<i>M</i>	Classrooms organised to maximise space between students & adult Eg facing forward. Using an L shape when putting tables together	<i>04/01/21</i>	<i>L</i>
	Classroom entry and exit routes have been determined and appropriate signage in place.	<i>Students unaware of the entry and exit routes</i>	<i>L</i>	KS4 are bubbled from KS5. Each Key stage uses a different set of stairs. Radio contact between Key stages is used to avoid bubbles coming into contact	<i>04/01/21</i>	<i>L</i>

				Signage displayed around the college and cones used to help separate Key Stages.		
	Appropriate resources are available within all classrooms e.g. IT, age specific resources. 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>Classrooms shared for specialist subjects.</i>	<i>L</i>	The specialist room gets cleaned by staff and students after a session used by a group	<i>04/01/21</i>	<i>L</i>
	Non-essential equipment or resources which are not easily washable or wipeable have been removed.	Soft furnishings and items not easily washable	<i>M</i>	Library out of bounds for students in F4. Staff able to select a box of books for the week. Cleaning by spray after use.	<i>04/01/21</i>	<i>L</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.	No COVID19 information posters currently in place. Limited reminders/ awareness for children.	<i>L</i>	Other soft furnishings put in F4 whilst out of action Posters around <i>the college include</i> <ul style="list-style-type: none"> • We need your help • Hands Face Space • Mask Do's & Don'ts 		<i>L</i>
	Furniture arranged to minimise contact as much as possible e.g.	<i>Classes for 14-19 year old students seating challenging in terms of social distancing</i>	<i>L</i>	<ul style="list-style-type: none"> • <i>Tables to face the front at the maximum distance apart. The 2 desk L shape model</i> 	<i>04/01/21</i>	<i>L</i>

				<p><i>adopted to help maximise the number of students.</i></p> <ul style="list-style-type: none"> • <i>2 rooms used where possible</i> 		
Staffing	<p>Staffing numbers on-site required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.</p> <p>Including at least one of the following:</p> <ul style="list-style-type: none"> • LFI Testing operative • Designated Safeguarding Lead (DSL) • SENCO/Pastoral • Caretaker/site member • Office staff member • First Aiders available 	<i>Key roles not available</i>	<i>H</i>	<i>All staff available. Normal procedures to arrange cover</i>	<i>25/05/20</i>	<i>L</i>
	<p>Approach to staff absence reporting and recording in place. All staff aware.</p>	<i>No registration</i>	<i>M</i>	<i>Staff absence recorded by Admin</i>	<i>04/01/21</i>	<i>L</i>
	<p>Risk assessments in place for those staff who are shielding, (clinically extremely vulnerable), and appropriate arrangements for mitigating risk are identified.</p>	<i>LM (CEV)- Updated letter</i>	<i>H</i>	<i>Arrangements made for the CEV LM to work from home as well as on-line training.</i>	<i>01/08/20</i>	<i>L</i>

	Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.					
	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>Weekly Staff Rota written by SK</i>	<i>M</i>	Rota can be introduced at any time if College is in a phase of restricted attendance	<i>04/01/21</i>	<i>L</i>
	Consideration given to staff clothing expectations and information shared with staff. to ensure clothes worn are easily washable (e.g. no ties).	<i>Staff unaware of issues with clothing</i>	<i>M</i>	All staff aware and adhering to guidance Masks/ visors to be worn in doors	<i>04/01/21</i>	<i>L</i>
	Approaches for meetings and staff training in place.		<i>M</i>	Meetings will be virtual where possible For any face to face meetings masks will be mandatory In exceptional circumstances meetings will adhere to social distancing, will be short in timing and will be held in large, well ventilated venues. Attendance will be voluntary.	<i>04/01/21</i>	<i>L</i>

	<p>Staffing roles and responsibilities with regards to the contingency continued remote provision alongside in-school provision agreed and communicated.</p>	<p><i>Staff unsure of their role in the remote learning and finding it hard to juggle face to face class teaching with preparing remote learning</i></p>	<p>L</p>	<p>MB co-ordinating remote learning using class dojo and website</p> <p>All staff in to do carry out the timetable. Remote learning offer still there but on a different level suitable for CEV/ S.I. and shielding students who are unable to attend. Staff will work with MB to provide resources. Initially this will be through putting work on the website for those students with access to ICT. For those who do not have access or prefer they will be posted work home. Where possible those with no access to ICT will be provided with equipment</p>	<p>04/01/21</p>	<p>L</p>
	<p>Consideration given to the options for redeployment of staff to support the effective working of the school.</p> <p>If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.</p>	<p><i>LM s are required to lead some groups as not enough teachers on site to cover numbers.</i></p>	<p>L</p>	<p>Staff are prepared to work in a cover capacity as a contingency measure in the short term.</p> <p>All staff have clear directives and are aware</p>	<p>Sept 2020</p>	<p>L</p>

				Leadership to step in to support if necessary		
<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support.</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>	<p>Staff may feel overwhelmed and anxious in spite of guidance and support given.</p>	<i>H</i>	<p>Availability of College Therapist for more targeted support and the option of Supervision for all staff members. Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service https://schools.essex.gov.uk/admin/CO VID-19/Pages/default.aspx</p> <p>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements</p>	<i>Sept 2020</i>	<i>M/L</i>	
<p>Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.</p>	<p><i>Venue for testing and roles for testing not clear</i></p>	<i>H</i>	<p>Staff will be testing from home (2xweek) as of 8th March. This has been communicated and staff have been given tests and instructions</p>	<i>05/03/21</i>	<i>L</i>	
<p>The approach for inducting new starters has been reviewed and updated in line with current situation.</p>	<p><i>No issue</i></p>	<i>L</i>	<p>Any discrepancies can be checked with the central team.</p>	<i>05/01/21</i>	<i>L</i>	

				Induction procedure will continue as normal but will obviously take into account the code of behaviour around the Covid -19 situation		
Arrangements to return any furloughed staff in place.	2 furlough staff	<i>L</i>		Furloughed staff have been contacted	<i>05/03/21</i>	<i>L</i>
Any staff contracts that need to be issued, extended or amended considering the current situation have been.	On-going	<i>L</i>		Staff structure to be reviewed and put in place by September 2021	<i>05/01/21</i>	<i>L</i>
Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.	N/A			N/A		
Arrangements in place for any visitors/ contractors on site, protocols and expectations shared. 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>M</i>		Check with the contractor any requirements their employer has specified before visit. Share College protocols.	<i>05/01/21</i>	<i>L</i>
Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.	Put in place	<i>M</i>		Music lessons via Zoom or Teams Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which	<i>05/03/21</i>	<i>L</i>

				maintain distancing, all equipment stringently cleaned.		
Group Sizes	<p>All bubbles have been determined in accordance with the principle of limiting social interaction and small, consistent groups of CYP, that can remain separate from other people and groups.</p> <p>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.</p>		<i>M</i>	<p><i>KS4 are in a separate bubble to KS5.</i></p> <p><i>Each Key stage has a separate staircase</i></p> <p><i>Radio contact is used to prevent the breaking of bubbles</i></p>	<i>05/03/20</i>	<i>L</i>
	Staffing allocations to groups determined, minimising contact with multiple groups as much as possible	Staff moving between bubbles	<i>M/L</i>	<p>Staff will maintain their own cleaning routines and will maintain social distancing. They will also wear masks indoors. LFD testing will take place at home. They will need to monitor their own health vigilantly and continue to acquire a test where necessary. Risks cannot be eliminated only mitigated</p> <p><i>We will avoid adults crossing bubbles where possible but where the curriculum is compromised it may not always be possible.</i></p>	<i>Sept 2020</i>	<i>M/L</i>

	Identified solutions to any workforce capacity issues are in place.		<i>L</i>	<i>In place</i>	<i>18/01/21</i>	<i>L</i>
Social Distancing & face coverings	Arrangements for social distancing in place to consider: <ul style="list-style-type: none"> • Staggered school drop off/pick up times and locations (if possible) without reducing teaching time • Staggered or limited amounts of moving around the school/ corridors • Classroom design • Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches • Toilet arrangements 	<i>Plans for each bullet point to be shared with staff and parents</i>	<i>M</i>	<i>In place</i>	<i>Sept 2020</i>	<i>L</i>
	Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.			<i>In place.</i>		
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.		<i>M</i>	Usual procedures for dealing with students who purposely do not follow the College rules	<i>Sept 2020</i>	<i>L</i>

				Handwashing and cleaning (if needed) Conversations with parents Risks assessments and individualised approach in place for students who might struggle to follow expectations		
	Approach to assemblies – if still occurring, plan in place to manage social distancing.	Currently assemblies are cancelled. Bringing all children together for assembly would breach the bubble arrangements.	<i>M</i>	Assemblies will be virtual and much reduced (<i>this will be under review at Easter</i>)	<i>05/03/21</i>	<i>L</i>
	Social distancing plans communicated with parents, including approach to breaches.		<i>L</i>	Pastoral team to continue to work with hard to reach parents Information to be sent out just before the start of term by letter to those without access to IT at home Update Behaviour for Learning Policy	<i>31/08/20</i>	<i>L</i>
	Arrangements in place for the use of the playground, including equipment.	Use of trampolines and other equipment is difficult to clean thoroughly	<i>M/L</i>	Staff to monitor usage and use antiviral sprays if available.	<i>Sept 2020</i>	<i>L</i>
Transport	Information shared with parents regarding pupils travelling to school, encouraging walking and	information to be shared via email & letter & Text round	<i>L</i>	In place	<i>Sept 2020</i>	<i>L</i>

	avoiding public transport as much as possible.					
	Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible.	Transport provider has changed, they will endeavour to 'bubble' but it is likely this will be hard for them to fulfil	<i>M/L</i>	Kinect unable to bubble transport Students and adults wear masks Temperatures checked before boarding taxis	<i>Sept 2020</i>	<i>M/L</i>
	Support in place for CYP who have no alternative, to access public transport safely, adhering to social distancing protocols where possible.	Students may be very anxious about using public transport	<i>M/L</i>	Pastoral team will support families to stay safe Counselling will be available for those with anxieties	<i>Sept 2020</i>	<i>L</i>
	Arrangements in place with transport providers to support any staggered start/end times.	Times of pick up and drop off have been agreed	<i>L</i>	<i>In place</i>	<i>Sept 2020</i>	<i>L</i>
	Children and young people reminded to wear face coverings on public and school transport.		<i>M/L</i>	Signage around the college Regular guidance from staff	<i>18/01/21</i>	<i>L</i>
Catering	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.	T.Room has limited capacity for providing food to all students	<i>M</i>	Catering team to provide FSM offer	<i>05/03//21</i>	<i>L</i>
	Arrangements for the continued provision of FSMs for children not attending school are in place.		<i>L</i>	<i>Those not attending (CEV/SI or Shielding) and eligible for FSM to get vouchers</i>	<i>05/03/21</i>	<i>L</i>
	Arrangements for when and where each group will take lunch (and snack time if necessary) are in		<i>L</i>	Lunches to take place in classes in bubbles and	<i>Sept 2020</i>	<i>L</i>

	place so that children do not mix with children from other groups.			staggered lunch arrangement		
	Arrangements for food deliveries in place			N/A	05/01/21	
PPE	PPE requirements understood and appropriate supplies in place.	<i>Masks /visors and and disposable gloves needed for staff Hand sanitising gel Hand wash soap Anti bac spray all needed for cleaning stations in each room</i>	M/L	Suppliers identified and stocks are in place for the management of sick children and for taking temperatures on entry	Sept 2020	L
	Approach to face coverings updated to include inside classroom where social distancing is not possible, for secondary schools.	<i>Face coverings not worn</i>	M/L	All staff and students to wear face masks except for those exempt. Students will be encouraged to wear them but if it causing distress/ anxiety we will be flexible	5/3/21	L
Response to suspected/ confirmed case of COVID19 in school	Approach to confirmed COVID19 cases in place: during school day <ul style="list-style-type: none"> Which staff member/s should be informed/ take action Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated 	Room identified but protocol requires three SLT members to operate it safely. This may be affected by absence.		Room identified and Covid-19 response plan in place. All staff have been informed and have basic PPE in classroom if a child shows symptoms. Contingency staff will need to be trained in the procedure	Sept 2020 Sept 2020	M

	<ul style="list-style-type: none"> • Cleaning procedure in place • Arrangements for informing parent community in place 	Risk Assessment and Covid - response Plan are in place and available to parents	<i>H</i>	All systems in place for contacting parents	<i>Sept 2020</i>	
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> • Cleaning procedure in place • Arrangements for informing parent community in place • Contact tracing arrangements if needed 	<i>In place</i>	<i>H</i>	As College is cleaned daily every morning the risks for contamination are limited. Arrangements for informing parents are in place	<i>Sept 2020</i>	<i>M</i>
Remote Education Plan	Contingency plan for remote learning developed should self-isolation or restricted attendance be required	<i>In place</i>	<i>M/L</i>	Dual approach to be adopted by College staff MB to co-ordinate remote learning Pastoral Team to prioritise the monitoring of contact with shielding and clinically vulnerable	<i>05/03/21</i>	<i>L</i>
	Technology support in place. DFE laptop allocation ordered, for contingency purposes		<i>L</i>	Allocated IT equipment ready to be distributed to students who have been	<i>05/03/21</i>	<i>L</i>

				identified as CEV/SI/Shielding		
Safeguarding						
	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.		<i>H</i>	Staff refresher training session on processes and procedures and the revised wellbeing material.	<i>05/01/21</i>	<i>M/L</i>
	Updated Child Protection Policy in place (January 2021).		<i>M</i>	Adopted most recent Child Protection Policy	<i>05/01/21</i>	<i>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>M</i>	Leadership, Pastoral Team & tutors liaising with outside agencies to complete risk assessments Meetings to be done virtually	<i>05/01/21</i>	<i>M/L</i>
	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.		<i>H</i>	Review individual consistent management plans to ensure they include protective measures. Staff to have an approach in line with risk management plans	<i>05/01/21</i>	<i>M/L</i>
	Current learning plans, revised expectations and required	<i>In place</i>		All staff are focused on the quality of all resources and		<i>L</i>

Curriculum / learning environment	adjustments have been considered.		<i>L</i>	materials for College and for future blended learning. The curriculum for those in college reflects a broader curriculum and covers a greater degree of the Social and communication programme. This will be reviewed half termly.	<i>05/01/21</i>	
	<p>Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?</p> <p>Each activity should be risk assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> • PE – including activity in the DFE guidance • Practical science lessons • DT/ FT 	Curriculum Review under Covid-19 ongoing	<i>M</i>	All activities in College are Risk Assessed as before. Risks are mitigated where possible and routines and protocols are in place. This will need ongoing review with greater numbers of students and Covid-19 R rate.	<i>05/01/21</i>	<i>M/L</i>
	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> • Wellbeing curriculum • recognising 'non-curriculum' learning that is being done at home • capturing pupil achievements/ outcomes • utilising the DFE 'catch-up' funding and programmes 		<i>L</i>	Staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.	<i>05/01/21</i>	<i>L</i>

	<ul style="list-style-type: none"> responding to DfE remote learning expectations 					
	Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.			In place	5/3/21	
	Arrangements for teaching pupils how to keep themselves safe online are in place.			On-line safety is part of the ICT curriculum in College On line safety visited as part of the remote learning offer Parental consent acquired when needed	5/3/21	
CYP with SEND	Approach to provision of the elements of the EHCP including health/therapies in place.	<i>Most therapies only offering virtual support</i>	<i>L</i>	Some LM's able to support speech Therapy and units of sound	<i>05/01/21</i>	<i>L</i>
	Annual reviews.	Difficulties in organising 120 face to face meetings	<i>L</i>	Adapted style of AR in place making remote meetings via Teams more manageable Parents are keen through survey to have face to face meetings	<i>05/01/21</i>	<i>L</i>
Attendance	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious		<i>M</i>	Pastoral team to monitor & work with families Counselling available (2.5x week) Liaising with transport	<i>05/03/21</i>	<i>M/L</i>
	Approach to support for parents where rates of persistent absence were high before closure		<i>M</i>	Pastoral team to monitor & work with families	<i>05/01/21</i>	<i>M/L</i>

Communication	Information shared with staff around the full reopening plan, including amendments to usual working patterns/practices and groups.	<i>In Place & Operational</i>	<i>M</i>	SK has sent out timetables and has liaised with staff	<i>05/01/21</i>	<i>M/L</i>
	Union representatives informed of restricted attendance plans.			<i>Y</i>		
	Risk Assessment published on website.		<i>M</i>	<i>In Place</i>	<i>05/03/21</i>	<i>M/L</i>
	Communications with parents on the: <ul style="list-style-type: none"> • Social distancing plan • Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning • Attendance • Uniform • Transport • Behaviour • Test and trace • Staggered start and end times • Expectations in college and at home • Contingency plans 	All communicated	<i>M</i>	<i>In Place</i>	<i>05/01/21</i>	<i>M/L</i>
Pupil communications around: <ul style="list-style-type: none"> • Changes to timetable • Social distancing arrangements • Staggered start times 	All communicated	<i>M</i>	<i>In place</i>	<i>05/01/21</i>	<i>M/L</i>	

	<ul style="list-style-type: none"> Expectations when in school and at home Travelling to and from school safely 					
	On-going regular communication plans determined to ensure parents are kept well-informed		M	Letters, website updates, social media Weekly welfare call		L
Trust/LAC	Meetings and decisions that need to be taken are prioritised.	Meetings priorities are a reflection of the changeable climate and resulting guidance	H	Meetings (virtual) quickly convened Guidance from Government/ CSTUK & Essex scrutinised on a daily basis	05/01/21	M
	LAC has oversight of restricted attendance plans and risk assessments. Approach to communication between Leaders and LAC is clear and understood.		M/L	In Place	05/01/21	L
	Certain aspects of LAC business are on-hold in order to deal with the immediate situation, these are agreed and clear with the LAC and there is a plan for when these will be reviewed and potentially reinstated.		L	In Place	05/01/21	L
	LAC have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. <i>Refer to Headteacher wellbeing materials.</i>		M	In Place	05/01/21	L

School events, including trips	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.		H	Trips & Events cancelled but under on-going review	05/01/21	L
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.		H	Y	Nov 2020	L
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM		H	Y	March 2020	M/L
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	N/A		N/A		
	Insurance claims, including visits/trips booked previously.	Residential trips that were booked pre covid	H	Refunded	5/3/21	L
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering 	N/A		N/A		
	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.	N/A		N/A		

Before and after school clubs	Approach in place for before/after school clubs implements the necessary protective measures including restricted attendance	N/A		N/A		
Testing	Test kits are securely stored and distributed to staff and students (secondary).	Test kits unsupervised	H	Tests are locked in heads office. A test tracking log has been made.	5/3/21	L
	Staff and students (secondary) are aware of how to safely take and process the test.	Students & staff unable to self-test	H	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.	5/3/21	L
	Staff and students (secondary) are aware of how to report their test results to school and to NHS Test and Trace.	Staff & students unable to track & trace	H	Forms document clearly describes how to inform school and the Track and Trace service.	5/3/21	M/L
	Process in place to monitor and replenish test supplies	No tests available	M/L	Monitored by Head / deputy and new equipment ordered as appropriate	5/3/21	L