

OCC COVID19: School return Sept 2021 Risk Assessment and Action Plan

SCHOOL NAME: Kirtlington CE Primary School

OWNER: Joy Baker

DATE: 26 August 2021

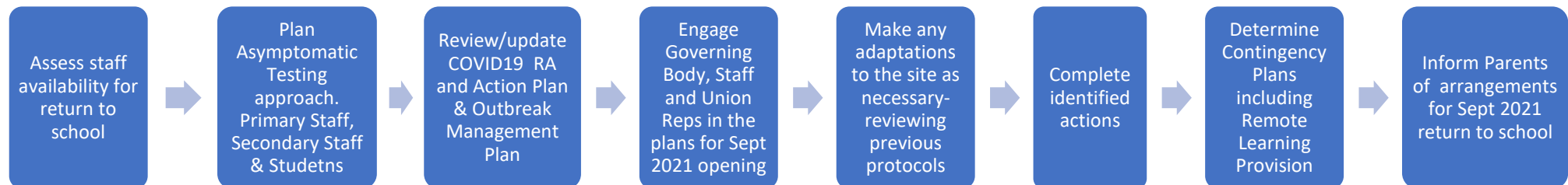
Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken, and measures put in place [for the return to school September 2021](#) and ensure the school continues to operate in a safe way. Other useful links can be found at the bottom of this document.

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
- 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 September 2021 return:



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**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 Coronavirus: latest information and advice - HSE news	Review office space(s) to allow staff to continue to work safely.	<i>Teachers workroom: adequate space between staff members, no windows for ventilation.</i>	<i>M</i>	<i>Two desks in headteacher and admin office. Windows and doors open for ventilation. Teachers working in staffroom keeps doors and windows open for Window for ventilation. Staff working from home, by agreement</i>	<i>30/8/21</i>	<i>L</i>
	Review access/egress by pupils, staff, visitors and manage as appropriate for the safety of all-based on summer term processes/procedures. What worked/what didn't. Any other physical changes necessary? Maintain one-way system(s), appropriate signage etc	<i>Bottlenecks likely at entrance to school.</i>	<i>M</i>	<i>Walk from village hall if possible, HT and one other staff member present at start and end of day. One entrance for visitors/parents into school with sufficient signage in place and/or sufficient staff to monitor/oversee</i>	<i>30/8/21</i>	<i>L</i>
	Review premises lettings and best practice approach, as required	<i>Term time lettings and wrap around care.</i>	<i>M</i>	<i>Lettings risk assessment completed</i>	<i>30/8/21</i>	<i>L</i>

				<i>Ensure there is sufficient time for cleaning before term begins.</i>		
	Consideration given to the arrangements for any deliveries.		L	<i>All deliveries to front entrance or to school kitchen</i>	30/8/21	L
	Regular communication with Parents/Carers confirming expectations/requirements when on the school site. Appointment only procedure still in place?	<i>Unclear communication</i>		<i>Clear communication before all children return. Emailed and on website.</i>	2/9/21	L
	Safe Contractor management					
Emergency Evacuations	<p>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.</i></p> <p>Consideration given to PEEP – buddies are assigned or reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<i>Evacuation routes would cause multiple groups of people to come into contact. More appropriate alternatives are possible.</i>	M	<p><i>Revised evacuation procedure and share with all staff and children.</i></p> <p><i>Buddy system updated</i></p> <p><i>Arrange a Fire drill as soon into the new term as possible, capturing new pupils/staff</i></p>	1/9/21	L
	Review enhanced cleaning regime is in place in line with COVID-19: cleaning of non-healthcare settings			<i>Regular cleaning schedule implemented throughout the site,</i>	26/8/21	L

Cleaning and waste disposal	outside the home - GOV.UK (www.gov.uk)			<p><i>ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</i></p> <p><i>Hand towels and handwash are to be checked and replaced as needed by office Admin and cleaning staff</i></p> <p><i>Thorough cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</i></p>		
	<p>Cleaning staff capacity is adequate to enable enhanced cleaning regime – any adjustments required?</p>			<p><i>Meeting with cleaner to discuss and re-establish cleaning standards</i></p>	<p>30/8/21</p>	<p>L</p>
	<p>Adequate cleaning supplies and facilities around the school are in place. Any further changes necessary?</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>	<p>M</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</i></p>	<p>30/8/21</p>	<p>L</p>

				<p><i>implement the 'catch it, bin it, kill it' approach</i></p> <p><i>Stock check and ordering schedule reviewed, and order made.</i></p>		
	Sufficient time is available for the enhanced cleaning regime to take place.		M	<p><i>All staff advised to leave the site by 6.30pm in order for cleaning to be undertaken.</i></p>	30/8/21	L
	Waste disposal process in place for potentially contaminated waste, including testing waste.			<p><i>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</i></p> <p><i>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</i></p> <p>COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)</p>	30/8/21	L
	Process in place for safe removal and/or disposal of face masks (if this is a school requirement).					
	Safe and appropriate storage of large supplies of alcohol gel	<i>No flammable store</i>	H	<i>New large appropriately sized flammable store</i>		L
Classrooms	Classrooms allow as much space between individuals as practical.					

	<p>Review classroom entry and exit routes, any further changes required and is appropriate signage in place. Consider lessons learnt from earlier in the year.</p>			<p><i>Children will sit in groups at tables. Sometimes they will sit in rows- will rearrange if Covid cases in class.</i></p>	<p>30/8/21</p>	<p>L</p>
	<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources.</p> <p>Review any sharing of equipment as necessary and cleaning measures required</p> <p>Review information posters which are displayed across the site; at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets, are any changes necessary?</p>	<p><i>No COVID19 information posters currently in place. Limited reminders/ awareness for children.</i></p>	<p>L</p> <p>L</p>	<p><i>Children will continue to have their own pencil pots and writing equipment</i></p> <p>Staff revisit regular handwashing and sanitizing</p> <p><i>e-Bug posters displayed:</i></p> <ul style="list-style-type: none"> • <i><u>Horrid hands</u></i> • <i><u>Super sneezes</u></i> • <i><u>Hand hygiene</u></i> • <i><u>Respiratory hygiene</u></i> <p><i><u>Microbe mania</u></i></p>	<p>30/8/21</p>	<p>L</p> <p>L</p> <p>L</p>
	<p>Furniture arranged to minimise contact as much as possible.</p>	<p><i>Facing forward is not practicable for all teaching and vary between age groups.</i></p>	<p>M</p>	<p><i>Children will sit in consistent groups at tables and will face each other in some classes. Sometimes they will sit in rows- will rearrange if Covid cases in class.</i></p>	<p>30/8/21</p>	<p>L</p>

	<p>Increased ventilation (where reasonably practicable – cost versus risk exercise).</p> <p>21/08/21 update from GOV.UK All schools to receive carbon dioxide monitors - GOV.UK (www.gov.uk)</p> <p>Currently under review by OCC H&S in conjunction with other LA's/DfE/HSE Guidance - <i>The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE COVID-19 advice provides more information.</i></p> <p>The current Schools COVID guidance states</p> <p><i>“DfE is working with Public Health England, NHS Test and Trace, and the Scientific Advisory Group for Emergencies (SAGE) on a pilot project to measure CO2 levels in classrooms and exploring options to help improve ventilation in settings, where needed.”</i></p>	<p><i>Reminder to keep windows/doors open as much as practically possible and/or purge fresh air at mid-morning and lunch break.</i></p> <p><i>Following DfE, HSE and CIBSE guidance, schools should, as part of their risk assessment, be identifying any areas of concern. e.g., where there's no natural ventilation/air flow; areas that feel stuffy etc.</i></p> <p><i>Only areas of concerns are toilets and the Butterfly room which has no windows.</i></p>	M	<p>Ventilation and air conditioning during the coronavirus (COVID-19) pandemic (hse.gov.uk)</p> <p>All classrooms have exterior doors which will remain open during the day whilst the weather is warm. Front doors facing the road will remain closed.</p> <p>When the weather becomes colder, windows will be open and doors will be opened during play and lunch times to allow good air flow. Staffroom, offices, ELSA room have windows and doors.</p>	25/8/21	L
Staffing	<p>Review staffing numbers required for Sept 2021 return have been determined including support staff such as facilities, IT, midday and office/admin staff.</p>			All staff in school	30/8/21	L

	<p>Approach to staff absence reporting and recording in place. All staff aware.</p>		<p>All staff telephone Joy before 7.30am and if no answer phone school.</p>	<p>30/8/21</p>	<p>L</p>
	<p>Review any individual staff risk assessments (clinically extremely vulnerable, pregnant staff), are there appropriate and sufficient arrangements in place for mitigating risks as identified. Guidance on protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk) Coronavirus: how to stay safe and help prevent the spread - GOV.UK (www.gov.uk)</p> <p>Communication arrangements are in place and clear for staff concerning their role in continuing to support the working of the school.</p>		<p>H</p> <p>Specific RA template available H&S A-Z</p> <p>No CEV staff at present</p>	<p>30/8/21</p>	<p>L</p>
	<p>Plans to respond to any 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.</p>		<p>No surplus of staff to cover sickness.</p> <p>TAs need to cover sickness absence in the short term or supply as last resort.</p>	<p>30/8/21</p>	<p>L</p>
	<p>Approaches for meetings and staff training in place.</p>		<p>Staff meetings will take place in person in a ventilated classroom</p>	<p>30/8/21</p>	<p>L</p>

	Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision agreed and communicated.				30/8/21	L
	<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>TA s are required to lead some groups as not enough teachers on site to cover numbers.</i></p>		<p><i>Class TA asked to cover class in the short term using planning.</i></p>	30/8/21	L2
	<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><i>Staff are aware of support and advice for schools and pupils available from OCC</i></p> <p><i>Schools who subscribe to the EAP can access this link</i></p> <p>http://schools.oxfordshire.gov.uk/cms/content/employee-assistance-programme</p>	30/8/21	L
	Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.			<p>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p><i>Staff informed that Lateral Flow testing is to resume 3 days before returning to school</i></p>	30/8/21	L

	The approach for inducting new starters has been reviewed and updated in line with current situation.			<i>Invited to Inset on 1 September</i>	30/8/21	L
	Any staff contracts that need to be issued, extended or amended considering the current situation have been.				30/8/21	L
	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.			<i>Nothing ongoing</i>	30/8/21	L
	<p>Review and communicate arrangements for any visitors/contractors on site, protocols and expectations required.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>			<i>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</i>	30/8/21	L
	<p>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.</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-3</p>	<p><i>Decide on the delivery of this learning</i></p> <p><i>Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.</i></p>		<i>Social distancing from children where possible. Masks worn if teacher feels more comfortable.</i>	30/8/21	I

	curriculum-behaviour-and-pastoral-support					
<p>Mixing and 'bubbles'</p> <p>Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)</p>	<p>GOV.UK no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). This means that bubbles in schools from the autumn term.</p> <p>As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and you no longer need to make alternative arrangements to avoid mixing at lunch.</p> <p>You should make sure your contingency plans (sometimes called outbreak management plans) cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</p> <p>Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.</p>			<p><i>Rowan class (reception and year one) will eat in hall for first sitting</i></p> <p><i>Willow and Oak will eat in the hall for second sitting.</i></p> <p><i>Hall doors and windows will be kept opened.</i></p> <p><i>Collective worship will resume in the hall. (It will take place outside if possible.)</i></p> <p><i>Doors and windows will be open for ventilation.</i></p>	30/8/21	L
	<p>Identified solutions to any workforce capacity issues are in place.</p>				30/8/21	L

<p style="text-align: center;">Social Distancing? Hands, face, space and fresh air!</p>	<p>From GOV.UK; Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. Employers should be able to explain the measures they have in place to keep CEV staff safe at work. The Health and Safety Executive (HSE) has published guidance on protecting vulnerable workers, including advice for employers and employees on how to talk about reducing risks in the workplace. If necessary, review arrangements for any continuation of protocols from summer term 2021:</p> <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 			<p><i>If possible, park at village hall and walk up to school. Gates open from 8.35am – 8.50am. (School start 8.40am)</i> <i>Parents can walk children to classroom but leave in timely manner.</i></p> <p><i>End of day: Parents can collect from playground, avoid congregating and leave in timely manner.</i></p> <p><i>Classes will play out together with a rota in place for outdoor climbing frame.</i></p>	<p>25/8/21</p>	<p>L</p>
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	Approach to avoiding children and young people entering school congregating in large numbers			<i>On arrival, students move straight to class and sit at regular table and wait for rest of class to arrive/class to begin. At the end of the day parents can collect from the playground. Classes sent out separately.</i>	30/8/21	L
	Approach to assemblies – https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks	<i>Consider and review any alternative outdoor areas (weather permitting) for assemblies, classes etc.,</i>		<i>We will continue whole school assemblies and CW outside when the weather is fine. Friday celebration will be outside and no parents invited in term 1 (to be reviewed)</i>	30/8/21	L
	Review arrangements in place for the use of the playground, including equipment.			<i>Where reasonably practicable to do so, enhanced safe cleaning process in place for outdoor equipment</i>	30/8/21	L
Transport						
	Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible.			<i>No school transport/bus</i>	30/8/21	L
	Support in place for CYP who have no alternative, to access public transport safely, recommending social distancing protocols where possible.					

Catering	Review arrangements in place to provide food to CYP on site, including the requirement of universal free school meals. Liaise with catering team/Contractor re any changes to processes and procedures/RA update			<i>No changes</i>	<i>30/8/21</i>	<i>L</i>
	Review arrangements for when and where pupils and staff will take lunch – any adjustments necessary?			Lunch Rowan (Reception and year one) 12- 12.30 in hall Willow & Oak 12.30 – 1pm in hall	<i>30/8/21</i>	<i>L</i>
PPE	Review PPE requirements and are appropriate supplies in place?			Stored in cupboard and checked by Admin	<i>30/8/21</i>	<i>L</i>
Visors/face coverings	<p>Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)</p> <p>Face coverings</p> <p>Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.</p> <p>The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces</p>			<p>None required for staff or visitors (personal preference only)</p> <p>Face coverings required for visiting new parents and other parents visiting unless there is the ability to sit socially distanced in a ventilated room</p>	<i>30/8/21</i>	<i>L</i>

	<p>where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.</p> <p>Contingency framework: education and childcare settings (publishing.service.gov.uk)</p>					
<p>Response to suspected/ confirmed case of COVID19 in school</p>	<p>Approach to confirmed COVID19 cases in place: during school day</p> <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 • Cleaning procedure in place • Arrangements for informing parent community in place 			<p>Child will be taken to a separate room, cleaning of affected areas and parents called. Staff notified.</p> <p>Disposable mop heads recommended, see link: COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)</p>	30/8/21	L
	<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 			<p>When a confirmed case – 'warn and inform' letter sent to parents and close contacts advised to get PCR test. The child can continue to attend school whilst awaiting PCR results</p>		

	<ul style="list-style-type: none"> Contact tracing arrangements if needed 					
	Review any changes to the school day/timetables and communicate with parents.			Slight changes to start and finish times – end to staggered start and finish times communicated in July 21 and will remind on 2 September	30/8/21	L
	All students instructed to bring a NAMED water bottle each day.				30/8/21	L
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.			Staff inset: Well-being high on agenda Recovery plan for children's well-being and mental health	30/8/21	L
	<p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> Financial Increased FSM eligibility Referrals to social care and other support PPG/ vulnerable groups 				30/8/21	L
Remote Education Plan	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.	Response to positive case(s) of COVID19.		Remote learning contingency available and ready to be 'switched-on' when needed	30/8/21	L

	Technology support/DfE laptop allocation in place.			<i>Refer to GOV.UK guidance</i>	30/8/21	L
Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.			<i>Staff refresher training session on processes and procedures and the revised wellbeing material.</i>	1/9/21	L
	Reviewed/updated Child Protection Policy in place			<i>Adopted most recent Child Protection Policy during inset- 1 Sept 21</i>	1/9/21	L
	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.				30/8/21	L
	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>Review individual consistent management plans to ensure they include protective measures.</i>	30/8/21	L
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.					
					30/8/21	L

	<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 guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport. Advice from organisations such as the Association for Physical Education and the Youth Sport Trust • Practical science lessons https://www.cleapss.org.uk/ • DT/ FT https://www.data.org.uk/for-education/primary/ • Swimming https://www.swimming.org/swimengland/pool-return-guidance-documents/ • Contents (oeapng.info) 			<p>PE is within a class, it will be outside where possible. When inside hall doors will be open and windows.</p> <p>Extra curricular sport will take place with mixed classes. It will take place outside if possible, if inside then good ventilation.</p>		
	<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, where/if applicable • capturing pupil achievements/ outcomes 			<p><i>Staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.</i></p> <p>Outdoor learning programme to begin.</p>	<p>30/8/21</p>	<p>L</p>

	<ul style="list-style-type: none"> utilising the DFE 'catch-up' funding and programmes contingency remote learning plan 			SLT/Teachers- assess children and implement any catch up programmes		
	Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.			<i>Restorative practice during staff twilight and separate session for TAs</i>	30/8/21	L
	Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.			<i>ICT-123 Review and check online content</i>	30/8/21	L
SEND PUPILS	Approach to provision of the elements of the EHCP including health/therapies in place. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#B			<i>Review and check</i>	30/8/21	L
	Annual reviews.			<i>Review and check</i>	30/8/21	L
	Consider any SEN pupils who may need support with their return to school and consult with the family and other agencies involved.			<i>One-Eighty therapeutic in place</i>	30/8/21	L
	Requests for assessment considered.			<i>SLT</i>	30/8/21	L

Attendance	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.			<i>Refer to GOV.UK guidance</i>	<i>30/8/21</i>	<i>L</i>
	Approach to support for parents where rates of persistent absence were high before closure.			<i>Support by headteacher and OCC 2 attendance team</i>	<i>30/8/21</i>	<i>L</i>
Communication	Information shared with staff around the Sept 2021 return to school and any amendments to usual working patterns/practices and groups.			<i>Refer to GOV.UK guidance Sent before 1 Sept and questions addressed on 1 Sept</i>	<i>30/8/21</i>	<i>L</i>
	Updated Risk Assessment published on website.			<i>By 2 Sept</i>	<i>30/8/21</i>	<i>L</i>
	Communications with parents on the: <ul style="list-style-type: none"> • Sept 2021 return to school • Any continuing social distancing requirements? • Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning • Attendance • Uniform • Transport • Behaviour • NHS Test and Trace • Staggered start and end times 			<i>Email and letters sent before end of July, on 2 Sept and during Sept</i>	<i>30/8/21</i>	<i>L</i>

	<ul style="list-style-type: none"> • Expectations when in school • Anticipated sanctions for breach of school guidelines and processes • Contingency plans – Outbreak Management Plan 					
	<p>Pupil communications around:</p> <ul style="list-style-type: none"> • Any changes to timetable • Any continuing social distancing arrangements • Any staggered start times • Expectations when in school • Travelling to and from school safely 			<i>In September</i>	<i>30/8/21</i>	<i>L</i>
	On-going regular communication plans determined to ensure parents are kept well-informed			<i>Letters, website updates, possible new social media(FB)</i>	<i>30/8/21</i>	<i>L</i>
Governors/ Governance	Meetings and decisions that need to be taken are prioritised.			<i>ongoing</i>	<i>30/8/21</i>	<i>L</i>
	Governors have oversight of Sept 2021 return to school and risk assessments.			<i>Sent before end of holiday and decisions taken</i>	<i>30/8/21</i>	<i>L</i>
	Approach to communication between Leaders and Governors is clear and understood.				<i>30/8/21</i>	
	Review any aspects of Governance which may have been on-hold in				<i>30/8/21</i>	<i>L</i>

	order to review/reinstate as required					
	Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. <i>Refer to Headteacher wellbeing materials.</i>				30/8/21	L
School events, including trips	Review the school's annual calendar of events. Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)				September 21	L
Finance	Review any continuing additional costs incurred due to COVID19; are they clearly documented.				30/8/21	L
	Review any claims submitted for reimbursement e.g., increased premises related costs, additional cleaning, additional waste removal, support for FSM etc				30/8/21	L
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.				30/8/21	L
	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.				30/8/21	L
Before and after school clubs	Approach in place for before/after school clubs implements the			<i>New High Fliers wrap around care- mtg held before start of term</i>	30/8/21	L

	necessary protective measures including restricted attendance https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak					
Testing	Test kits are securely stored and distributed to staff			<i>Overseen by School Admin</i>	<i>30/8/21</i>	<i>L</i>
	Staff are aware of how to safely take and process the test. Share the following: <ul style="list-style-type: none"> • NHS instruction leaflet • Training video and online resources on the document sharing platform • Contact details if queries • Process for reporting incidents • PPE provision 				<i>30/8/21</i>	<i>L</i>
	Staff are aware of how to report their test results to school and to NHS Test and Trace.				<i>30/8/21</i>	<i>L</i>
	Staff are aware of how to report any incidents both clinical and non-clinical.				<i>30/8/21</i>	<i>L</i>
	Process in place to monitor and replenish test supplies Process in place for appropriate PPE to be available (Secondary)			<i>Overseen by Office Admin</i>	<i>30/8/21</i>	<i>L</i>

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[Actions for early years and childcare providers during the COVID-19 pandemic - GOV.UK \(www.gov.uk\)](#)

[Schools COVID-19 operational guidance - GOV.UK \(www.gov.uk\)](#)

[Contingency framework: education and childcare settings \(publishing.service.gov.uk\)](#)

[All schools to receive carbon dioxide monitors - GOV.UK \(www.gov.uk\)Coronavirus \(COVID-19\): advice for pregnant employees - GOV.UK \(www.gov.uk\)](#)

[Guidance on protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK \(www.gov.uk\)](#)

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak#who-can-attend>