

## **COVID19: Risk Assessment and Action Plan**

**SCHOOL NAME: DUNMOW ST MARY'S PRIMARY SCHOOL**

**OWNER: CLARE GRIFFITHS**

**DATE: SEPT 2020 - UPDATED March 2021 - see text in red**

### **Purpose of this document:**

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the full opening of the school in line with the Government announcement for return on the 8th March 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 - updated January 2021
- CYP Response Plan
- DFE & ECC 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'

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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
<b>Engagement in Risk Assessment and Planning</b>	Risk assessment process fully engages staff, governing body and union representatives.	Lack of understanding/ communication with key parties.		Decisions discussed with key parties at all stages.		
<b>Preparing Buildings and Facilities</b>	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> <li>● Water treatments</li> <li>● Fire alarm testing</li> <li>● Repairs</li> <li>● Grass cutting</li> <li>● PAT testing</li> <li>● Fridges and freezers</li> <li>● Boiler/ heating servicing</li> <li>● Internet services</li> <li>● Any other statutory inspections</li> <li>● Insurance covers reopening arrangements</li> </ul>	Site Manager in ECV group of employees	M	<p>Individual health risk assessment to be completed for SM.</p> <p><b>Action JH</b> Premises have been open during lockdown. Additional preparations were made before children returned on 1st June. Normal summer works are booked in to ensure school is in suitable condition for September. This includes all annual/ statutory checks and deep clean.</p> <p>Premises were maintained as per usual over the Autumn and Christmas period with additional electrical work done to support the lighting for Oliver's Lodge. Statutory inspections have been and will continue to be maintained.</p> <p>H&amp;S inspections have been carried out internally &amp; externally to all areas of school including play equipment and ground to ensure school is ready for return of all children.</p>	<p>1/9/20 <b>Updated 7/1/2021</b></p> <p><b>Completed 2/3/21</b></p>	L

	Office spaces re-designed to allow office-based staff to work safely.	Office does not allow for adequate space between staff members, no windows for ventilation.	M	2 desks will be moved to ensure adequate space between office staff. <b>Action WB</b> In light of extremely high cases in the local area and increased transmission rates the decision has been taken to have only 1 member of the office team in school each day. Office team will continue to split. Risk to each other is minimal, however, if 1 is positive then both will have to be out of school so risk is to business function. 1 in office all day and 1 in am in Prep room.	Completed 13.7.20  Completed 5/1/2021  <b>2/3/21</b>	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.	Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.	M	Cones are set up to delineate where parents can come into school. <b>Action WB/JH</b> Additional gate to be added to Quiet area & Reception area <b>Action WB/JH</b> The school continues to use the same entry and exit routes for all year groups despite the reduced number of children on site. Barriers remain and this has been communicated to parents. Revert to September arrangements. EYFS/KS1 and siblings entry & exit through back gate. Staggered pick up times. KS2 through front gate.	Barriers set up 2/9/20  Completed 2/9/20  Completed 7/1/2021  <b>2/3/21</b>	L
	Consideration given to premises lettings and approach in place.	Use of shared resources/ spaces breaks bubbles.	M	Each letting contacted and asked for RA. Appropriate cleaning in place. Agreed that parents are not invited		L

				<p>onto site for either Karate/Rock school</p> <p><b>Action JH</b></p> <p>Evening lettings cancelled for the duration of lockdown and confirmed with hirers. Oliver's Lodge continue to provide a reduced provision for before/after school care in line with their own risk assessments.</p> <p>Lettings for Oliver's Lodge continue with KS bubbles as per their risk assessment. Evening lettings commence 8/3/21. Karate is beginning outside after 29th March.</p>	<p>Communicated 20.7.20</p> <p>Completed 5/1/2021</p> <p><b>2/3/21</b></p>	
	<p>Consideration given to the arrangements for any deliveries.</p>	<p>Deliveries into school mean staff are exposed to additional /unnecessary contacts</p>	M	<p>We have a glass screen that has and can continue to be pulled across the front of the office to reduce contact. Other deliveries are to delivery door only. Recommend don't sign other devices. Can have a copy of signatures that a photo can be taken of. <b>Action JH &amp; office</b></p> <p>No change. Reduced deliveries expected into school e.g. no groceries or curriculum resources.</p> <p>No change - minimal deliveries.</p> <p>Same procedures as above.</p>	<p>completed 2/9/20</p>	

<p><b>Emergency Evacuations</b></p>	<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 regardless of social distancing.</i></p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<p>Evacuation routes would cause multiple groups/bubbles of people to come into contact. More appropriate alternatives are possible.</p>	<p>M</p>	<p>Revised evacuation procedure and share with all staff and children. Change the order of lining up so groups do not cross bubbles. New maps. Staff training on responsibilities for actions during fire.</p> <p><b>Action: WB/JH to put up class signs on the fence. JH to share at INSET</b></p> <p>Fire drill to be carried out in early weeks to practice routes. <b>Action: SLT</b></p> <p>Fire evacuation routes remain the same for key worker year group bubbles as in the Autumn term. Teachers bring with them paper copies of registers. (the office can log on remotely to double check if needed). Year group practices to be completed w/c 11th January 2021. <b>Action all</b></p> <p>Fire evacuation shared with all staff. Asked to carry out year group practices by 19th March</p>	<p>Decided to keep current line ups. Classes are asked to practice w/c 21st on a class basis.</p> <p>Completed by all year groups October 2020</p> <p><b>Comm to school 7/1/2021</b></p> <p>2/3/21</p>	<p>L</p>
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<b>Cleaning and waste disposal</b>	<p>Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non healthcare settings guidance.</u></p>	<p>Cleaning contractors are not aware of and do not adhere to guidance.</p>		<p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. Checklists throughout school to ensure daily and weekly tasks are completed.</p> <p><b>Action JH</b> KM Cleaning confirm they are following all Gov guidance. <b>Action JH to confirm.</b> Hand towels and handwash are to be checked and replaced as needed by Site Manager and cleaning staff. <u>Ongoing action WB/CB</u></p> <p>Enhanced cleaning continues to be carried out in school. SBM in absence of Site Manager to check hand soaps and sanitisers once a week. Staff to advise if top ups needed.</p> <p>Rigorous cleaning procedures to be followed. SBM to carry out weekly inspections of all areas. Cleaners back to full-time.</p>	<p>Completed 2/9/20</p> <p>yes</p> <p>additional contract in place for hand towels.</p>	
	<p>Cleaning staff capacity is adequate to enable an enhanced cleaning regime.</p>	<p>Not enough cleaning staff - currently recruiting for replacement for September.</p>	H	<p>KM Cleaning are recruiting for Sept replacement. <b>Action KM and JH to follow up.</b></p> <p>Staffing levels are complete Jan 21. &amp; March 21</p>	<p>New recruit in place Sept 2020</p>	

	<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>	Lack of cleaning supplies prevents reduction in risk of spreading virus.	M	<p>Hand sanitiser stations available at the school entrances and key points around the school. These are re-filled regularly by WB./ SBM/ Site Manager</p> <p>Each classroom has a lidded bin. <b>Action JH to buy additional 6 for classrooms</b></p> <p>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</p> <p><b>Action. Teachers to ensure they are in their rooms</b></p> <p><b>In place for Jan 2021 &amp; March 21</b></p>	<p>13.7.20</p> <p>Completed 2/9/20</p>	L
	Sufficient time is available for the enhanced cleaning regime to take place.		M	Cleaners come in the evening from 4pm - 8pm and teachers will work around this as they have always done.	Yes	L
	Waste disposal process in place for potentially contaminated waste.	Risk of transmission of virus.	M	The school's waste collection is early Monday morning prior to most people being on site. Contaminated waste is double bagged.	Completed	
	Process in place for safe removal and/or disposal of face masks.			Yes		
<b>Classrooms</b>	Classrooms have been re/arranged to allow as much space between individuals as practical.	Children facing each other which increases the risk of spreading the virus e.g. (face to face)	M	Teachers advised to set up classrooms with rows of desks for September. Action CG/CJ	10.7.20	



				<p>Government advice is that children no longer have to be in rows but can be in groups.</p> <p>Desks to be spaced where possible to allow for space between individuals.</p> <p>EYFS guidance is different</p> <p>Our aim is for there to be no more than 15 children on site in each bubble on a daily basis per year group. This minimises the risks to our staff as well as to the rest of the community. We continue to follow all previous guidelines about space, fresh air, reduced contact etc.</p> <p>Children reverting to class bubbles.</p>	<p>Set up by 2/9/20 2/3/21</p>	
	<p>Classroom entry and exit routes have been determined and appropriate signage in place.</p>	<p>Bubbles cross over</p>	<p>M</p>	<p>Year R - 4 &amp; 5LH/NT have their own external door by which children will arrive and leave.</p> <p>Year 6 &amp; 5SM have to use the stairs to access their classrooms. We will have an adult posted at the top, bottom and midway part of the stairs to remind the children to keep to their bubbles. Break and lunchtimes should be staggered so that bubbles do not cross over up and down the stairs.</p> <p>Bubbles have been spread out around the school to reduce contact. Yr 5 when they return on 11th will be downstairs so only Y6</p>	<p>completed 2/9/20</p>	

				<p>will be using the stairway which reduces the potential crossover spaces.</p> <p>Classroom entry/exits routes as per September. Year 6 &amp; 5SM will all need to access the top floor via the stairs. Adults posted along the route and different timings to break/lunches /end of day will keep children separate.</p>	2/3/21	
	<p>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].</p> <p>Non-essential equipment or resources which are not easily washable or wipeable have been removed.</p> <p>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.</p>	<p>Not enough resources. Expectation that items can still be shared.</p> <p>Soft toys, cushions and beanbags in classroom B not easily washable.</p> <p>No COVID19 information posters currently in place. Limited reminders/ awareness for children.</p>	<p>L</p> <p>M</p> <p>L</p>	<p>Items with high frequency use e.g. pencils /pens/ whiteboards should be provided for each child.</p> <p>Other easy to clean resources may be shared within bubbles.</p> <p>Harder to clean items e.g. soft toys, cushions, beanbags. Teachers to assess if items are essential for learning. If so provision should be made for reduction in sharing between children/ cleaning/ looking at alternatives. If not essential items should be removed.</p> <p><b>Action: class teachers to review resources and a consistent approach taken for each year group bubble</b></p> <p>Information posters to be displayed around school. <b>Action: office team</b></p>	<p>completed 2/9/20</p> <p>completed 2/9/20</p>	<p>L</p> <p>L</p> <p>L</p>

				Equipment continues to be used in line with September guidance.  As above.	2/3/21	
<b>Staffing</b>	Staffing numbers required to  Including at least one of the following: <ul style="list-style-type: none"> <li>● First Aider</li> <li>● Designated Safeguarding Lead (DSL)</li> <li>● SENCO</li> <li>● Caretaker/site member</li> <li>● Office staff member</li> </ul>	Not enough staff to be able to support return to school. Including potential risk of staff having to quarantine from holidays at the end of August.	H	Now that government advice has changed in relation to clinically vulnerable and extremely clinically vulnerable groups we are expecting (with appropriate health risk assessments) all but 1 member of staff to return to school. The 1 individual has caring responsibilities that may not make this possible. We therefore have all the necessary categories of staff.  We have a number of extremely clinical vulnerable staff who have been advised to shield during this period of lockdown. We have risk assessed our other clinically vulnerable members of staff and made adjustments to their duties to reflect this. e.g. working from home where appropriate.  We still have a number of staff who are either ECV or pregnant. We have carried out individual risk assessments. Staff told to shield remain out of school until 31/3/21 earliest. For others changes have been made to their roles to ensure safety. All other staff to return.	13.7.20  7/1/2021  2/3/21	L

	Approach to staff absence reporting and recording in place. All staff aware.			Current systems are in place. We also have a shared google doc for SLT and the admin team to monitor Covid related absences.  Usual practice to inform line manager and SBM for record keeping. Same.	13.7.20	
	Risk assessments in place for those staff who were previously working from home due to shielding, (clinically vulnerable and/or living with someone in these groups), and appropriate arrangements for mitigating risk are identified.	We have 2 members of staff who were shielding. We have 2 who are living with a person who is shielding. We have 6 staff who fall in the CV group.	H	Health risk assessment to be done for relevant staff  <b>Action SLT</b>	completed 2/9/10 completed 5/1/2021 completed 2/3/21	L
	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.	Not enough potential supply cover	M	There is no doubt should we experience higher levels of sickness or self-isolation requirements than we currently are then we will have to consider amalgamating or closing bubbles.  This continues to be the case.		
	Consideration given to staff clothing expectations and information shared with staff.	Staff not being aware.	L	Staff should follow the school's dress code. A high standard of personal hygiene is always expected. <b>Action: staff handbook</b>	completed 2/9/20	L

				can refer to Covid but no change to practice. (CG)		
	Approaches for meetings and staff training in place.	Staff not being aware.	M	<p>INSET days and other staff training to be delivered either remotely or in a way that allows for bubbles to be kept separate. Meetings to be held via google meet. <b>Action: staff reminded not to cross bubbles for meetings (CG)</b></p> <p>Further advice to staff about the need to remain socially distanced from every adult (other than those in their immediate bubble) has been shared. Use of staff room has been cut to an absolute minimum with staff using other freed up areas of the school for breaks.</p> <p>January INSET day was held remotely where possible e.g. TA's. Staff training sessions (when they resume) will be also held by google meet.</p> <p>Staff training will continue to be run remotely via google meets.</p>	completed 2/9/20	
	Staffing roles and responsibilities with regards to the contingency of remote provision alongside in-school provision agreed and communicated.	Sudden lockdown means school staff are not prepared for remote learning	M	<p>Contingency plan for remote provision developed.</p> <p>Google Classroom use will support remote provision.</p> <p><b>Action: SLT (CJ)</b></p> <p>Jan 2021 further Government advice has been produced in</p>	In good progress. TEacher staff meeting 16/9/20 outlining policy	

				<p>relation to the provision of home learning. We will incorporate the additional recommendations by 11th Jan latest. This will be communicated to teachers and parents on 8th Jan. <b>Acton SLT</b></p> <p>From 8th March should a bubble be closed we would immediately revert to home learning as per our latest model. For individual children there is a standard letter and offer of access to resources.</p>	Completed	
	<p>Consideration given to the options for redeployment of staff to support the effective working of the school.</p>	<p>Staff don't fully understand the reasons for re-deployment or don't have the correct skills.</p>	M	<p>1:1 communication with each member of staff who has their role temporarily changed to gain understanding and agreement. <b>Action Leadership team e.g. TA/Teacher/ Midday</b></p> <p>Individual conversations have been had with all members of staff. Currently minimum re-deployment. However, this will make up part of our contingency plans.</p> <p>Roles reverting to September plans. A few minimal changes due to staffing changes which have been discussed with individuals. Recruitment for 1:1 TA &amp; Midday assistants underway.</p>	Completed 22.7.20	



	Process in place for use of the limited number of self-testing kits.			<p>capacity to provide more if necessary.</p> <p>Return to work guidance has been shared. All staff able to access lateral flow tests if want to. Already in place for staff who have been in school and returning staff are collecting from the office.</p>		
	The approach for inducting new starters has been reviewed and updated in line with the current situation.	New staff unaware of procedures around restrictions in school and not following risk assessment procedures.	<b>M</b>	<p>Induction to be completed online, phone via email. Regular process can still take place with social distancing applied when receiving training from different members of school staff.</p> <p>New staff inductions in January underway. No new staff in March.</p>	initial induction completed Sept 2020	L
	Return to school procedures are clear for all staff.	Staff unaware of the procedures within the risk assessment.	M	<p>Ensure all information is shared in a timely fashion and notify staff of changes.</p> <p>This has been a dynamic and fast moving situation. We have tried to consult and communicate with staff as quickly and much as possible. There has been more time to work towards this return to school and we are returning in a way that is already familiar so most of the planning is in place.</p>	Completed 2/9/2020	L



	Any staff contracts that need to be issued, extended or amended considering the current situation have been.			No changes necessary for January 2021	Yes these have all been updated for 2/9/20	
	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 n/a	
	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.			We have some scheduled contractor visits necessary for the maintenance of the site. Otherwise the site is closed for visitors. Our ICT support will visit site where urgent works require this to maintain the school's ability to deliver the online learning provision.  Only necessary site maintenance contractors in school. No other visitors/ adults/ volunteers as still in national lockdown.	Yes Visitors will wear masks  2/3/21	
	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.	Adults cross bubbles in our school and also may go to different schools.	M	All sports coaches and music lessons are currently on hold during this lockdown.  Sports coaches, music lessons and after school clubs in bubbles are opening up from 8th March in line with government guidelines.	January 2021  2/3/21	L

<p style="text-align: center;"><b>Group Sizes</b></p>	<p>All children are included in distinct groups/ 'bubbles' that do not mix and the number of children in each bubble is as small as possible.</p>	<p>Greater risk of infection with more pupils coming into contact.</p> <p>Pupils crossing bubbles and coming into contact with resources used within other bubbles.</p>	<p>M</p>	<p>Bubbles of year groups where staff are allocated to year groups.</p> <p>Staff that move between bubbles must remain two metres away from pupils.</p> <p>In light of current transmission rates in the local area and government advice for staff to work from home where possible we have reduced the number of adults in school as much as possible ensuring the safeguarding of staff and children. Adults are assigned to a year group bubble and there are no 'crossover' scenarios.</p> <p>We have aimed for a bubble of less than 15 children in each year group to protect our staff and reduce as much as possible the risk of infection.</p> <p>Children/staff are returning to class &amp; year group bubbles. Risk assessments for teachers who move between bubbles remains that a mask should be worn and a distance of 2 metres maintained at all times.</p>	<p>completed 3/9/2020</p> <p>8/1/2021</p> <p>2/3/21</p>	<p>L</p>
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<p style="text-align: center;"><b>Social Distancing</b></p>	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> <li>● Staggered school drop off/pick up times and locations (if possible) without reducing teaching time</li> <li>● Staggered or limited amounts of moving around the school/ corridors</li> <li>● Classroom design</li> <li>● Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches</li> <li>● Toilet arrangements</li> </ul>	<p>Large numbers of pupils makes this problematic.</p> <p>Lunchtime is difficult to keep everyone apart - unable to offer hot dinner for all.</p> <p>Minimal toilets in school.</p> <p>Curriculum offer narrowed with some areas not being used.</p> <p>Stairs have two bubbles using them.</p>	<p style="text-align: center;">M</p>	<p>Children in YR and Y1 arriving at back gate between 8.40 and 9.00. Parents can enter site. Older siblings can come this way as well. Children in Y2 - 6 coming through the front gate - one way system in place - parents walk through the delivery gate and out through the pedestrian gate but don't otherwise enter the school site. Children walk into their classroom.</p> <p>One year group will use a playground at a time. Y2,1 and 5 - first half hour, Y3,4 and 6 second half hour. The same adults will be on duty for each year group. Library and Computer room will not be used but chrome books can be used in classrooms and librarians will send a selection of books to each class each week.</p> <p style="color: purple;">All arrangements continue for year group bubbles although these are considerably smaller than before. No library sessions. Lunchtimes are still on the same playgrounds. The school day has been amended to 8.45 to 3pm now for convenience for dropping off and collecting siblings.</p> <p style="color: red;">We are reverting back to the plans from September-December. We will continue to have separate break</p>	<p>Communicated to parents 20.7.20</p> <p>Communicated again 2/9/2020</p> <p>Parents requested to wear masks on site 7/9/2020 following new guidance around risks coming from adults</p> <p>New one way system introduced by YR gate 16/9/2020</p>	<p style="text-align: center;">L</p>
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				and lunchtimes and not used shared spaces. We now have enough chrome books to be able to assign class sets on particular days.		
	Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.	Children walking on their own.	L	Children walk straight into their classrooms - adults on duty to ensure they socially distance. If there are reports of children not distancing appropriately on the way to or the way home from school their parents will be asked to accompany them to school. Reduced number of children on site so risk is minimal before & after school As in black above.	Completed Sept 2020  Jan 2021  Mar 21	L
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.		L	Initially parents will be called and included in the conversation. Expectations reinforced from home and school. if the breach is linked to extreme behaviour the child will have to go home as stated in the temporary behaviour policy.  Opportunities for breaches are extremely limited as children spend their time in individual classrooms. Any behaviour issues not able to be dealt with within the bubble would lead to parents needing to collect that child. As above in black	No instances but stated in behaviour policy which has been updated to reflect the current circumstances Sept 2020 Jan 21 Mar 21	L

	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.	M	Assemblies are within year group bubbles. Resources from assembly leaders can be shared so that the class teacher can support delivery in classrooms.  Assemblies delivered via google meet Assemblies delivered in classes from pre-recorded sessions	Completed Sept 2020 and ongoing.  Jan 21 Mar 21	L
	Social distancing plans communicated with parents, including approach to breaches.		L	Via letters home - reminder letter in September. and January 2021 Letters sent to parents w/c 22 Feb 21	Completed Sept 2020 Jan 21 22/2/21	
	Arrangements in place for the use of the playground, including equipment.	Large playground equipment hard to clean Small playground equipment not to be shared	L	Large playground equipment not to be used initially. Small playground equipment allocated to year groups on a rota system. Year group equipment available. Arrangements as per September in black above.	2/9/2020 New small playground equipment purchased 14/9/2020	
<b>Transport</b>	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.	Limited parking Year groups allocated entrances Many parents walk Dunmow a large catchment.	M	Parents communicated with encouraging them to walk or drive.  n/a Jan 21  Reminder about benefits of walking to school especially now weather is nicer.	Letter sent 2/9/2020	

	Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible.	Bus from Barnston drops off and collects from two school - has children from different bubbles.	L	<p>Bus company planning to use minibuses and to have no more than four children on each minibus.</p> <p>24/7 continue to operate in line with their risk assessments for key worker children. - Jan 21</p> <p>24/7 will revert to their September risk assessment plans.</p>	New systems in place Sept 2020 2 minibuses - one for KS1 and one for KS2	
Catering	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.	School kitchen cannot cater for over 400 children in the given time with enhanced cleaning.	M	YR,1,2 to have hot meals in the dinner hall. Y3 - 6 to have packed lunch in classrooms except for FSM	Completed Sept 2020	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.	Potential crossing over of bubbles of children.		<p>All children attending school have been asked to bring a packed lunch, snack and drink with them each day. There is no capacity due to ill-health and a reduced catering team to provide hot meals currently. FSM children are being provided with vouchers via Wonde. From end of January all UIFSM provided with cold lunch.</p> <p>As per our September arrangements in black above.</p>	Completed  Jan 2021	

<p style="text-align: center;"><b>PPE</b></p>	<p>PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.</p>		<p>PPE required in kitchen for serving food and for first aid in case responding to potential COVID case. <b>Action JH</b> Staff wear masks in all shared spaces of the school. PPE is available from school if required. Masks are not worn in classroom when teaching. Guidance is for all adults to wear masks except when teaching children in classroom.</p>	<p>Completed Sept 2020  Jan 2021  Mar 21</p>	
<p><b>Response to suspected/ confirmed case of COVID19 in school</b></p>	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> <li>● Which staff member/s should be informed/ take action</li> <li>● Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated</li> <li>● Cleaning procedure in place</li> <li>● Arrangements for informing parent community in place</li> </ul>		<p>If a child is identified as presenting with Covid related symptoms they should be brought to the school office. A first-aider will (wearing PPE) assess them and take their temperature. If the child does have a temperature then the child will be sat on the hard surface chairs in the lobby (as long as no visitors are present or expected). Children will be collected from school where appropriate. The office team will thoroughly dis-infect the chair and any other surfaces the child might have touched. The school will take advice from county and current guidelines as to whom to contact. Procedure remains the same for January 2021 &amp; Mar 21</p>	<p>All systems in place Sept 2020</p>	

	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> <li>• Approach to relocating CYP away from certain parts of the school to clean, if possible</li> <li>• Cleaning procedure in place</li> <li>• Arrangements for informing parent community in place</li> </ul>			<p>If the school is advised that a child has tested positive for COVID19 then we would ensure that the appropriate cleaning has taken place. Depending on the timing the SLT would also consider closing the class/bubble for a short period of time .</p> <p>We continue to ask families to inform us if they have any positive cases for our records.</p> <p>As above</p>	<p>Latest advice followed at all times. Updated daily.</p>	
<p><b>Pupil Re-orientation</b></p> <p><i>back into school after a period of closure/ being at home</i></p>	<p>Approach and expectations around school uniform determined and communicated with parents. School uniform policy needs to be adhered to.</p>	<p>Pupils may forget PE kits Parents may not have been able to shop for necessary items.</p>	L	<p>Pupils will bring PE kit on a Monday and take it home on a Friday to be washed. Uniform will be worn <b>Action communicate to parents.</b> Key worker children have had communication Parents have been informed.</p>	<p>Completed 20.7.20</p> <p>5/1/21</p> <p>Mar 21</p>	
	<p>Changes to the school day/timetables shared with parents.</p>	<p>Summer holidays - parents may forget.</p>	L	<p>Action Communicate before end of term and then again at end of summer holidays N/A January 2021 Reverting to Sept plan &amp; has been communicated</p>		



	<p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> <li>• Financial</li> <li>• Increased FSM eligibility</li> <li>• Referrals to social care and other support</li> <li>• PPG/ vulnerable groups</li> </ul>	<p>Not knowing which families are now eligible for FSM</p>	<p>L</p>	<p>Actions Office staff have sent letter out about applying for FSM but this will need to be followed up with families. Referrals to social care and needs of families have been closely monitored throughout the pandemic - this will continue.</p> <p>Re-communication to families about FSM - Jan 2021 Significant amount of support from Essex/NHS/LA/ Town council has been fed directly through to parents. Office team are also working to support parents where possible.</p>	<p>Ongoing</p>	
<p><b>Remote Education Contingency Plan</b></p>	<p>The remote education provided should be equivalent in length to the core teaching pupils would receive in school and will include both recorded or live direct teaching time, and time for pupils to complete tasks and assignments independently. The amount of remote education provided should be, as a minimum; Key Stage 1: 3 hours a day on average across the cohort, with</p>	<p>Families not able to access offering.</p>	<p>M</p>	<p>Following the updated guidance from the government the SLT are currently assessing what adjustments should be made to our provision to ensure the delivery of high quality home learning.</p> <p>Communication to parents will follow. <b>Action SLT</b></p> <p>School are responding to requests from parents in relation to support with technology. Where possible SIM cards can be provided to support internet connection and chrome books to families to assist with home learning.</p>	<p>Completed Jan 21</p>	

	less for younger children. Key Stage 2: 4 hours a day			Contingency plan is in place once children have returned on 8/3/21.		
	Intelligence around critical worker parents – numbers intending to take up provision is known.	Increased numbers of critical worker children – means fewer children in eligible year groups can return.  Local lockdown or bubble lockdown.		All spaces in school are being used, in the event of a bubble closer all pupils would need to isolate. No Key Worker children from those bubbles will be allowed in school.  Due diligence being carried out on all applications for Key Worker places to ensure consistency and to keep risk to staff/adults in school and opportunities for transmission within the community as low as possible. Supporting evidence being requested and conversations with individual families being had.  N/A March 21	Completed July 2020  gather lists of critical workers' in case of local lockdown  January 2021	
<b>Safeguarding</b>	Consideration given to any CYP who may need support with their return to school and consultation has been undertaken with the family and other agencies involved.	CYP previously deemed to be safer at home and family are anxious about returning to school.	M	Review the CYP's risk assessment to identify any support or arrangements needed for their return to school.  Vulnerable families and children have been contacted and offered places in bubbles. Take up has been mixed. Safeguarding leads will continue to monitor and maintain	Completed 2.9.2020  8/1/21	

				<p>contact with any children not in school. <b>Action SLT/SENCo</b>  SLT/SENCo to monitor return of vulnerable children to school including attendance and engagement. Additional support planned for some children as part of return.</p>	2/3/21	
	Updated Child Protection Policy in place.		L	<p>. New child protection policy in place</p> <p>New system of Welfare Checks</p> <p>We are obliged to check 'attendance' of children just as we are if the children are in school. This is because the expectation from the government and the Department for Education is that children will access schooling each day.</p> <p>Below is our system for doing this.</p> <p>Each day a report is run which shows what every child did the previous day in the Google classroom.</p> <p>Where children haven't logged on (and where we haven't had a recent conversation with the parents) a member of the admin team is making a phone call. This phone call is the check that everyone is alright and that there are no immediate barriers to the child accessing the school work. Parents are contacting the school if their child is unwell just as they would if school were fully open.</p>		

				<p>If the class teachers notices that the child has logged on but has not completed any work they are contacting the parents to gain an understanding of any problems and to offer support. This support may be with learning or with technology. There is a record of contact which involves completing work, accessing google meets and if phone calls have been made which is shared with all staff.</p> <p>If the child continues to not access the learning, a member of the leadership team will call the family.</p> <p>Some families can also access regular weekly phone calls and doorstep visits if necessary. School has a list of vulnerable families and this task is shared between the SENDCOs and the pastoral care team. A record is kept when there has been contact with each family. Concerns may be shared with Social care if families are open to their services.</p> <p>Teachers have communicated with children that if they have worries they can contact them.</p>		
	<p>Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP to return to school.</p>			<p><b>Ongoing January 2021</b> <b>Ongoing March 21</b></p>	<p>completed 2.9.2020</p>	

	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.		L	Review school behaviour policy to include section that says children may have to go home if they are exhibiting extreme behaviour until we are no longer working in bubbles. Remove the rest of the class if necessary. have a named person for each year group to support with behaviour. Write consistent management plans that are shared with the parents where necessary. <b>Still Relevant Jan 21 &amp; March 21</b>	behaviour policy rewritten consistent management plans ongoing 16.9.2020	
<b>Curriculum / learning environment</b>			L			
	<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"> <li>● PE – including no contact sport</li> <li>● Practical science lessons</li> <li>● DT/ FT</li> </ul>	Broad and balanced curriculum to continue - no narrowing of the offer.	M	<p>Equipment for other lessons to be used in bubbles and have a gap before being transferred to other bubbles. Children not to be facing each other and to use individual equipment wherever possible.</p> <p><b>For children in school this remains relevant and essential</b></p> <p><b>Continue to explore best ways to ensure a rich and meaningful learning experience. The onset of better weather will help as outside resources can be accessed. As will</b></p>	<p><b>January 2021</b></p> <p><b>Mar 21</b></p>	

				the increased capacity of our ICT hardware.		
	Student behaviour policy reviewed to reflect the current circumstances.	Children cannot have time out or spend time with the pastoral care team.	L	Appendix written for behaviour policy to reflect policy changes whilst working in bubbles Relevant Jan 2021 & Mar 21	Completed Aug 2020	
CYP with SEND	Approach to provision of the elements of the EHCP including health/therapies in place.	Visitors in school	M	Visitors can come in but can only work with one child at a time. Social distancing and protective measures to be taken Parents will not be able to attend meetings in school No visitors in school - Jan 2021 No visitors in school as still in National Lockdown - Mar 21	Completed 2/9/2020	
	Annual reviews.	Visitors in school	L	Still ongoing virtually - Jan 2021/ Mar 21		
	Requests for assessment.			Still ongoing virtually - Jan 2021. Mar 21		
	Consider any CYP who may need support with their home learning  Essex CYP response plan	Children may be missed by the 'normal' provision	L	SENcos making lists of children in line with Essex CYP response plan. Including those with EHCP/ Child protection or social care involvement/ mental health issues  Look at support we are providing e.g. ensuring that contact is happening and there is engagement. Will provide further support to families and teachers in relation to learning as term progresses. Ensure	Jan 21	

				technology supports where necessary.		
<b>Attendance/Engagement</b>	Ensure that all children are engaged with home learning provision	children left behind their peers. Lagging behind developmental milestones.		Lists being maintained by class teachers of children who are not accessing the home learning. These to be followed up. <b>Action</b>	Ongoing	
<b>Communication</b>	Information shared with staff around the lockdown plan.	Staff may feel unsure and unsettled if there are changes to their normal working practices, working hours or the expectations of the school if arrangements aren't communicated properly.	L	Meet with each year group to talk through initial plan and the implications/difficulties for them. Individual conversations with staff who are not in school.	Ongoing	
	Union representatives consulted on full opening plans.	No union rep present. Risk of disengagement.	M	Engage all staff in plans via phone calls and group/team meetings to ensure everyone is happy with the plans.  Listen to suggestions and concerns presented by all staff.	Ongoing (SLT)	L
	Risk Assessment published on website, where more than 50 staff.			This updated risk assessment to be published on the school website.  Re-published updated version march 21	8/1/2021	

	Communications with parents on the:	<p>Government rules keep changing</p> <p>Advice from school to parents keep changing as a result</p> <p>Frustrating for parents to have ever changing information and information overload</p> <p>Too much information can lead to parents not reading and engaging with it and becoming frustrated</p> <p>Too little can result in parents not being clear or feeling in the dark or misinformed</p>		<p>This has been an exceptionally dynamic situation with guidance constantly being updated and at times conflicting advice being received from Essex and the Government.</p> <p>School moved to remote learning for Tuesday 5th prior to National Lockdown announced on Monday 4th.</p> <p>School has been engaging with key worker families to assess need and to balance this with risk assessments for own staff and overall need to reduce risks of transmission within the community. Constant communication between parents and school in relation to home learning and individual support provided to families for tech issues from SLT and office and teachers.</p>	Jan 2021	
<b>Governors/ Governance</b>	Meetings and decisions that need to be taken are prioritised.	<p>Governors meeting in school to make decisions.</p> <p>Decisions not taken because governors can't meet on school premises.</p>	<b>M</b>	<p>All essential decisions are discussed with the Chair of Governors.</p> <p>Where the decision is for a committee, meetings can take place via Google Meets have they have done during Lockdown thus far.</p>	<b>Ongoing</b>	<b>L</b>



	<p>Governors are clear on their role in the planning and full opening of the school, including support to leaders.</p> <p>Approach to communication between Leaders and governors is clear and understood.</p>	Governors and school leaders receiving contradictory information.	<b>M</b>	<p>All information shared with governors and open discussion take place between SLT and Governors.</p> <p>Communication and information should be both ways.</p> <p>Chair of Governors involved in key decisions and regular updates provided. Jan 2021</p> <p>Governor meetings still happening in Spring term virtually and Chair kept informed of decisions.</p>	Ongoing	L
<b>School events, including trips</b>	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.	Impact on the curriculum if trip and visits cannot go ahead. Possible disruption and inconvenience and loss of income if trip are booked then cancelled. Risks to children and adults if trips go ahead with crossing bubbles and mixing with wider public.	L	<p>No trips to take place during Spring term unless guidance changes.</p> <p>Guidance from gov and county have meant that no residential trips will take place this academic year. Our year 6 journey has been cancelled. We will await further guidance and legislation and hope to plan something special for year 6.</p>	c	L
<b>Finance</b>	Additional costs incurred due to COVID19 are understood and clearly documented.			<p>SBM is keeping track of costs associated with COVID and will share these with F&amp;P governors.</p> <p>Next F&amp;P meeting is 19th Jan. SBM will update current financial implications then.</p> <p>Meeting on 11th March to look at month 11 carry forward and draft budget for 2021-22.</p>	19/1/21	

	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM			Claim has been submitted for FSM vouchers that were paid for by the school at the beginning of lockdown. Additional claims to be made for Covid related expenses as per govt guidelines. We have some FSM vouchers to claim for when direction is given how to.	Money received from DfE 21.9.20	
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.			SBM is reviewing the impact of loss of earnings and sharing with F&P Governors. Next F&P meeting is 19th Jan. SBM will update current financial implications then. Meeting on 11th March will update Governors.	19/1/21	
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> <li>• Cleaning</li> <li>• IT support</li> <li>• Catering</li> </ul>			Cleaning has not stopped. ICT support has been remote and on site. CAtering is in house.	Ongoing	
	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.				SBM sharing info	

<p><b>Before and after school clubs</b></p>	<p>Approach in place for before/after school clubs implements the necessary protective measures.</p>	<p>Crossing bubbles Some of our children finish at 3 and they start at 3.15</p>	<p>M</p>	<p>Olivers Lodge are running a reduced offering in line with their risk assessments for Jan-Feb 2021. From 3pm. Reverting to their September plans.</p>		<p>L</p>
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