

COVID19: Full Opening Risk Assessment and Action Plan

SCHOOL NAME: Thriftwood College

OWNER: SEAX TRUST – Completed by Elizabeth Smart Headteacher

DATE:

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 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
- CYP Response Plan
- 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'

Steps of Full Opening Preparation:



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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.	The timescales are very tight to engage with all stakeholders	M	Questionnaires sent to parents for their co-production. Staff to be consulted over the holiday Union Advice will be considered	Sept 20	M/L
Preparing Buildings and Facilities	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	<p>Estates Manager is in a vulnerable category and we have to put safeguards in place to ensure he is not exposed to too many different people. Some aspects of work may be affected if the Infection rate increases in the winter months and vulnerability increases.</p> <p>Long term illness and absence of Business Manager has compromised an element of line management which would keep facilities fully operational.</p>	<p>M</p> <p>M</p>	<p>All essential operations are carried out and the Site Manager for the School site is on standby. Works and tasks can be carried out before or after students are present in the College to reduce risk of exposure</p> <p>Employment in a temporary role of trusted SEAX Business Manager has mitigated Management Risks</p>	<p>Sept 20</p> <p>Sept 20</p>	<p>M/L</p> <p>L</p>

	Office spaces re-designed to allow office-based staff to work safely.	Staff consider the office spaces safe if kept facing away from each other. More difficult if finance staff are in too	L	Situation will be under constant review depending on progress of the virus.	In place July 20	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.	Increased student numbers may impact on capacity to socially distance	M	Staff will continue to train young people to follow the guidance and draw attention to signage and the repetition of 'rules' regarding social distancing. Staff will follow procedures for bubbling as set out in College Guidance.	Sept 20	L
	Consideration given to premises lettings and approach in place.	No lettings N/A	N/A	Lettings will commence when Covid-19 situation improves	Sept 20	N/A
	Consideration given to the arrangements for any deliveries.	If site manager is off absent staff may not follow procedure	L	Briefing of all staff in administration roles to manage any deliveries and follow set protocols. All doors are on an automatic lock so no visitors can enter without being buzzed in. Signage on doors is clear to any visitors. In place.	July 20	L
Emergency Evacuations	Evacuation routes are confirmed, and signage accurately reflects these. NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing. Consideration given to PEEP – buddies are assigned or reassigned according to available persons.	Due to new 'bubble' arrangements students may be in an unfamiliar part of the building and will not have rehearsed new evacuation procedures New students to the College will not have a familiar process to evacuate the building	M	Revised evacuation procedure and share with all staff and children. Procedure will be practised in first week in September. New Personal evacuation plans to be written and staff allocated Fire drill will be undertaken half termly and the system will be practised before each drill	Sept 20 Sept 20	L M/L

	Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.	There are a number of students with mobility issues in a building with two staircases and one lift. Social distancing may not be possible at times of transition.	M	Students with mobility issues might need to share a lift for transitions. Masks should be worn. Risk assessments for each child need to be reviewed to ensure that contingency measures are in place. Students should co-produce.	Sept 20	L
Cleaning and waste disposal	Current cleaning company has been retained throughout and have been cleaning the College every morning. Greater attention has been given to the areas used most, other areas have been deep cleaned and are secured and not used (Both upper floors) Handles and surfaces are cleaned daily, by cleaners and then throughout the day by other staff.	Opening up other areas of the college and maintaining the same standard of cleaning if more students are added	M	Hand towels and handwash are to be checked and replaced as needed by cleaners and Estates Manager. Estates Manager needs to follow a daily visual checklist before students come in. Resource needs to be added to SLT weekly	Ongoing	L
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	The company we use often carries high absence	M	The Estates Manager will need to step in if cleaning on any given day is inadequate.	Ongoing	L

	<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>TRUST SUPPORT Arrangements for longer-term continual supplies are also in place.</p> <p>Systems, routines, materials in place to minimise infection</p>	Difficulty in sourcing appropriate supplies.	M	<p>Report to Trust if resources cannot be secured</p> <p>Continue to source products from suppliers where possible.</p> <p>Staff will complete a visual checklist in their own 'bubble' before daily opening to ensure all materials are in place. They will be responsible in reporting any shortfall in resources to the SLT/Estates Manager.</p> <p>Stock check and ordering schedule reviewed and order made.</p>	Sept 20 and ongoing	L
	TRUST STAFF PROCEDURE POLICY Sufficient time is available for the enhanced cleaning regime to take place.	Insufficient time to complete daily checks	M	Cleaning company is scheduled for early morning and other staff members clean throughout their work day. Estates Manager (EM) to assist where necessary.	Sept 20 and ongoing	L
	Waste disposal process in place for potentially contaminated waste.	Multiple locations for waste collection will be difficult to keep monitoring		<p>Waste bags and containers – kept closed and stored separately from communal waste for 72 hours</p> <p>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours). Staff to state to EM if anything needs removal.</p>	Sept 20 and ongoing Sept 20 and ongoing	L
Classrooms	Classrooms have been re/arranged to allow as much space between individuals as practical.	During transitions students may end up queueing outside classrooms if timings aren't		Areas have been zoned to be appropriately spaced		L

		accurate and staff are delayed		Students will be trained to socially distance in a queue. Staff must allow time for a smooth change over and avoid delays.		
	Classroom entry and exit routes have been determined and appropriate signage in place.	College is a difficult building. Only one door in and out of classes. Only one staircase per bubble.	M	All entries and exits have been controlled and strategies put in place. Students will need to be taught the difference between routes used for daily transition and evacuation procedures. Process of using radio communication to direct transitions to be used by SLT	Sept 20 and ongoing	L
	Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment or stationery should be prevented where possible. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance]. Resources which are not easily washable or wipeable have been removed. TRUST to PROVIDE Information posters are displayed in every classroom, at the main entrance,	Some specialist facilities will need to be shared, such as P.E equipment, IT equipment and Cookery Room etc Some furnishings not removable No COVID19 information posters currently in place. Limited reminders/ awareness for children.	M M L	Zoned areas and a predictable timetable of activity ensures that staff are well versed in procedure for social distancing and cross contamination management. Cleaning routines for shared areas to be built in to start and end of lessons with students. Liberal use of anti-bac sprays to be added to routines in areas where there are soft furnishings The frequent use of the outdoors reduces overcrowding and cross contamination.	Sept 20 and ongoing	L M/L L L

	places visible to those at the school gate, in the staffroom and in all toilets.			Signage in place		
	The number of staff and CYP that can use each room at any one time has been determined according to the physical capacity of the school site	Rooms and classes are different sizes and capacity will not be the same in each room	L	Measure classrooms and other available rooms to assess capacity for staff and pupils. 1 M rule in place. No more than 15 students per class	Complete July 20	L
Staffing	Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff. Including at least one of the following: <ul style="list-style-type: none"> • SLT member • First aider • Designated Safeguarding Lead (DSL) • Caretaker/site member • Office staff member 	Increased numbers of staff create greater risk of passing infection	H	Continued use of carefully planned rotas and split activity reduce numbers of staff and students in any area. In place		L
	TRUST POLICY Approach to staff absence reporting and recording in place. All staff aware.	Staff are aware	M	All staff have been supplied with Essex/Trust guidance. All are clear. All bubble arrangement shared with staff	Sept 20	L
	Risk Assessments have been carried out and updated. All staff expected to return to work. Any difficult cases will be assessed individually. Communication arrangements are in place with those staff and their role in	Staff are aware	M	All staff have been supplied with Essex/Trust guidance. All are clear.	Sept 20	L

	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.	Absence in the Winter months may become unmanageable if it increases beyond a point of safety determined by the SLT.	M/H	All Leaders across the academy to assess absence in relation to ongoing conditions. Phased closure will be put in operation where deemed necessary and safety is compromised	Ongoing	M
	TRUST GUIDANCE Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable (e.g. no ties).	Staff have been advised regarding clothing	L	All staff aware and adhering to guidance	Sept 20 and ongoing	L
	TRUST guidance to all staff and schools Approaches for meetings and staff training in place.	There will be times when gatherings/meetings in person are necessary	M	Any meetings will adhere to social distancing, will be short in timing and will be held in large, well ventilated venues. Attendance will be voluntary.	Sept 20 and ongoing	M/L
	Consideration given to staffing roles and responsibilities with regards to the continued remote provision alongside in-school provision.	The capacity to provide both is difficult to organise and will be made more difficult by increased staff absence		All staff given designated responsibilities and will be given time to prepare English and Maths weekly. Other subjects will be available through a prepared learning platform such as The Oak Academy or the BBC.		
	Consideration given to the options for redeployment of staff to support the effective working of the school.	LMs are required to lead some groups as not enough teachers on site to cover numbers.	L	Staff are prepared to work in a cover capacity as a contingency measure in the short term.	Sept 20 and ongoing	L

	If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.			Staff aware		
	<p>TRUST GUIDANCE</p> <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>	Staff may feel overwhelmed and anxious in spite of guidance and support given.		<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</p> <p>https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx</p> <p>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements</p>	Sept 20 and ongoing	L
	<p>TRUST GUIDANCE</p> <p>Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.</p>	Staff are clear	L	Staff have up to date information about how to acquire a test	Ongoing	L
	The approach for inducting new starters has been reviewed and updated in line with current situation.	No issues	L	Any discrepancies can be checked with the central team. Induction procedure will continue as normal	Sept 20 and ongoing	L
	Return to school procedures are clear for all staff.	Trust procedure continues to be followed as pre- Covid 19	L	Staff are clear	Sept 20 and ongoing	L
	<p>TRUST</p> <p>Arrangements to return any furloughed staff in place.</p>	N/A		N/A		

	<p>TRUST WITH SCHOOL HR STAFF Any staff contracts that need to be issued, extended or amended considering the current situation have been.</p>	<p>New contracts are with the Trust</p>	<p>L</p>	<p>Full staff review has taken place.</p>	<p>July 20</p>	<p>L</p>
	<p>TRUST WITH SCHOOL Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.</p>	<p>N/A</p>		<p>N/A</p>		
	<p>TRUST POLICY 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.</p>	<p>Visitors will be subject to leadership scrutiny and will be managed according to protocols. No parents allowed in the building to drop off or collect children</p>		<p>Check with the contractor any requirements their employer has specified before visit. Share College protocols. Admin team aware Estate manager aware Meeting with new provider 'Kinect' has taken place protocols are in place.</p>	<p>Sept 20 and ongoing</p>	<p>L</p>
	<p>TRUST POLICY 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>All arrangements are in place</p>	<p>L</p>	<p>Counselling Sessions offered via Zoom/Chime. Updated Safeguarding Training in Place. Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.</p>	<p>Sept 20 and ongoing</p>	<p>L</p>

Group Sizes	<p>Class groups have been determined on the basis of small, consistent groups of CYP, that can remain separate from other people and groups. NB: Up to 15 pupils in any one group.</p>	<p>Due to a Secondary teaching model, it will be difficult to maintain the quality of learning without moving to specialist rooms and at some point being in differentiated groups.</p>	M	<p>All procedures for Social distancing are in place as are safety checks entering the building including Temperature check.</p> <p>Students have been ‘bubbled’ into two Key stages. This should allow for some modest movement between groups and being able to access specialist areas of the curriculum. There will be some risks in this however the parents have been consulted and that they feel specialist groups such as P.E and Cookery should continue.</p> <p>Groups are kept in different parts of the building and the outside area is used throughout the day.</p>	Sept 20	L
	<p>Staffing allocations to groups determined, including consistency and any solutions to insufficient staffing numbers</p>	<p>Staff will need to move from group to group within a bubble. This means more contact mixing for staff.</p>		<p>Staff will maintain their own cleaning routines and will maintain social distancing. They will need to monitor their own health vigilantly and continue to acquire a test where necessary. Risks cannot be eliminated only mitigated.</p>		
Social Distancing	<p>TRUST POLICY with HTs- bespoke to individual schools Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> Staggered school drop off/pick up times and locations (if possible) 	<p>All in place</p>	M	<p>In place</p>	Sept 20	M/L

	<ul style="list-style-type: none"> • 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 <p>Toilet arrangements</p>	In place	M	In place	Sept 20	M/L
	Information shared with parents regarding pupils travelling to school	In place		In place		
	Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.	In place		On arrival, students move straight to the playground/ "Home Room" if raining and sit at named table and wait for rest of class to arrive/class to begin.		L
	<p>Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.**</p> <p>KEY FOR OUR SCHOOLS- Discussions about understanding/ SEND / deliberate actions</p> <p>Sensitive policy needed</p>	In place		<p>Handwashing and cleaning (if needed)</p> <p>Conversations with parents</p> <p>Risks assessments and individualised approach in place for students who might struggle to follow expectations</p>	Sept 20	L
	DO NOT HAVE ASSEMBLIES Approach to assemblies – if still occurring, plan in place to manage social distancing.	It is important at time to gather groups together in person	M	Any assemblies will be ‘bubbled’ Live stream assemblies to classes to be investigated	Sept 20 and ongoing	L

				Social distancing and large well-ventilated venues will be used		
	TRUST overview + individual school comms Social distancing plans communicated with parents, including approach to breaches.	Parents have received information by email. Some unable to access	M	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	L	By end of August 2020
	Arrangements in place for the use of the playground, including equipment. NB: outdoor equipment should not be used unless it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.	Use of trampolines and other equipment is difficult to clean thoroughly	H	Staff to monitor usage and use anti-viral sprays if available.	Sept 20	M/H
Transport	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.	Information is shared via email	M	Parents without reliable IT to be telephoned by Pastoral Team before the start of term		
	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	M	SLT to monitor taxi company's capacity to maintain this arrangement	Sept 20	M/L
	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	M	Pastoral team will support families to stay safe Counselling will be available for those with anxieties	Sept 20 and ongoing	L
	Arrangements in place with transport providers to support any staggered start/end times.	Times of pick up and drop off have been agreed	M	In place	Sept 20	L
	Use of minibuses in College (See below in School events, including trips)					

Catering	No cook available onsite from September due to Cancer treatment	Only cold option can be offered for first half term	M	Liaise with support kitchen assistant re availability to work. Liaise with neighbouring schools regarding meals	No plans to provide hot food for the first half term. All students bring in a packed lunch FSM will have a cold lunch option provided	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.		L	In place	Sept 20	L
PPE	SCHOOLS + TRUST SUPPORT PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.			Suppliers identified and stocks are in place for the management of sick children and for taking temperatures on entry	Sept 20	L
Response to suspected/ confirmed case of COVID19 in school	TRUST POLICY 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 Cleaning procedure in place 	Room identified but protocol requires three SLT members to operate it safely. This may be affected by absence.	M	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 20	M/L

	<ul style="list-style-type: none"> • Arrangements for informing parent community in place 	Risk Assessment and Covid - response Plan are in place and available to parents	M	All systems in place for contacting parents	Sept 20	L
	<p>TRUST POLICY</p> <p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> • Approach to relocating CYP away from certain parts of the school to clean, if possible • Cleaning procedure in place • Arrangements for informing parent community in place 	In place	M	As College is cleaned daily every morning the risks for contamination are limited. Arrangements for informing parents are in place	Sept 20	L
<p>Pupil Re-orientation</p> <p>back into school after a period of closure/ being at home</p>	List of all critical worker parents up to date, including those who haven't yet taken up the offer of provision.	In place but will be reviewed in second spike	M	In place but will be reviewed if phased closure is enacted	Sept 20	L
	Approach and expectations around school uniform determined and communicated with parents.	In place	L	In place Information sent out to parents in July 20	Sept 20	L
	Changes to the school day/timetables shared with parents.	All completed		All arrangements communicated with parents	Sept 20	L
	All students instructed to bring a water bottle each day. Water fountains not in use or strict social distancing and cleaning arrangements in place.	In place	L	In place	Sept 20	L
	Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.	Recovery Curriculum in place	L	Students will begin the year with a focus on well being and how to return to work. Curriculum in place	Sept 20	L

	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.	This is ongoing and there will be few quick solutions to a potential issue with long lasting consequences	M	Recovery Curriculum in place Training for leaders to undertake TPP arranged Additional supervision for staff is in place	Sept – Dec 2020	M/L
	Consideration of the impact of COVID19 on families and whether any additional support may be required: <ul style="list-style-type: none"> Financial Increased FSM eligibility Referrals to social care and other support PPG/ vulnerable groups 	Ongoing re-assessment of needs by Pastoral Team	M	Pastoral Team capacity to increase to work with families in the term ahead.	Sept and Ongoing	M/L
Remote Education Contingency Plan	All students have access to technology and remote learning offer is available to be switched on as a contingency when needed.	Some students have limited access to technology even with College support	M	Remote learning contingency available and ready to be 'switched-on' when needed.	Sept and ongoing	M/L
				Paper based learning will need to be part of the offer for some families	Sept and Ongoing	
				Distribution of 3 government laptops to be organised	Sept and ongoing	
				Pastoral team to support Families	Sept and ongoing	
Transition into new year group	Online/ website support for families and young people around transition.			Virtual Tour on website and Transition booklet sent to all new students. Pastoral Team in contact.	Septpt	L
What will need to be	NOT YET A PRIORITY DO NOT SPEND TIME ON THIS <ul style="list-style-type: none"> Plan for transitions between school years taking into 			Complete for Sept 2020		L

different this year because of COVID19?	account what needs to be different due to partial opening, remote and face to face					
Safeguarding	Individual CYP's risk assessments are in place and welfare checks being undertaken.	Re-opening arrangements not reflected in risk assessment.	M	Review risk assessments for children to ensure they reflect any changes due to reopening arrangements for eligible year groups		L
	STAFF TRAINING/UPDATES Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	Training has been undertaken		Staff refresher training session on processes and procedures and the revised wellbeing material. INSET Day Sept 2nd Training to be refreshed for all staff	Sept 2020	L
	Updated Child Protection Policy in place.	Await KCSIE Sept 2020	M	Adopted Temporary COVID19 Child Protection Policy. In Place. To be updated Sept 2020	Sept 2020	L
	Work with other agencies has been undertaken to support vulnerable CYP and families.	All agencies have been continuing with support since March		Pastoral Team in constant contact with Health and Social Care Teams	Sept and ongoing	L
	SEE BEHAVIOUR POLICY Consideration given to the safe use of physical contact in context of managing behaviour.	Behaviour for Learning Policy requires review		Review individual consistent management plans to ensure they include protective measures. PPE to be considered for staff for individual students	Sept and ongoing	L
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.	In place	M	All staff are focused on the quality of all resources and 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	Sept 2020	L

				communication programme. This will be reviewed half termly.		
	<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 no contact sport • Practical science lessons • DT/ FT 	Curriculum Review under Covid -19 ongoing		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.	Sept 2020	
	<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 has been done • capturing pupil achievements/ outcomes 	Planning models will be adapted as learning needs become clearer on return		Staff have an understanding of the Recovery Curriculum. Further training needed in Autumn term Assessment procedures are being adapted and consolidated in one programme.	Sept 2020	L
CYP with SEND	Approach to provision of the elements of the EHCP including health/therapies in place.	In place generally but no Speech Therapy	M	Fully functioning ‘home grown’ interventions programme in place all staff are clear of roles and responsibilities	Sept 20 and ongoing	L
	Annual reviews.	Difficulties in organising 120 face to face meetings	M	Adapted style of AR in place making remote meetings via Teams more manageable Parents are keen through survey to have face to face meetings	Sept 20 and ongoing	L

				Reviews may need to spaced out more widely across the year		
	Requests for assessment considered.	?		?		
	Consider any CYP who may need support with their return to school and consult with the family and other agencies involved. Including any support required for CYP to understand new rules i.e. social distancing.	Some children are very reluctant to return	M	Counselling in place Part time programmes and phased returns are available. Virtual tours and virtual participation available	Sept 20	M/L
Attendance	Approach to promoting and supporting attendance for all-pupils determined, including those who may be anxious.	Some children are very reluctant to return	M	Pastoral team support Virtual; visits Video tours Therapist availability Phased returns	Sept 20 and ongoing	M/L
	Approach to support for parents where rates of persistent absence were high before closure.	In Place	M	In place	Sept and ongoing	M/L
Communication	TRUST +SCHOOL Information shared with staff around the full re-opening plan, returning to a full programme amendments to usual working patterns/practices and groups.	In place	M	In place	Sept and ongoing	M/L
	TRUST + SCHOOL Communications with parents: <ul style="list-style-type: none"> Plan for full re-opening Social distancing plan Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning	In place and operational	M	In operation	Sept and ongoing	L

	<p>College</p> <p>Pupil communications around:</p> <ul style="list-style-type: none"> • Changes to timetable • Social distancing arrangements • Staggered start times • Expectations when in school and at home (if self-isolating is necessary) • Travelling to and from school safely 	All communicated		In place but will be reviewed before the start of the new academic term in relation to Covid 19 picture	Sept and ongoing	L
	<p>TRUST POLICY/School action</p> <p>On-going regular communication plans determined to ensure parents are kept well-informed</p>	Ongoing		Letters, website updates, social media	Ongoing for rest of term	L
TRUST /TRUSTEES	Trustee plan separate document .	?		?		
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.	Reviewed and collective events cancelled including residentials and Open Mic Night	L	All in place. All events will be reviewed in line with Government guidance and external situation with regard to Covid-19	Ongoing	L
	Review and decisions made about whether the minibuses will or will not be used for trips and going out into the community.	Minibuses not being used and a narrower curriculum	L	Parents consulted with 50% of those responding having reservations about using the minibuses. SLT/Staff to review/ assess and consult as the term/ year progresses. Once a decision has been made to use the minibus then procedures for use will be put into place prior to it happening	On going	L

	Set procedures for using the minibuses including hygiene/ seating and Face Masks	Decision making framework in place	M	Bus cleaning regime, seating strategy and use of masks	In advance of using the minibuses	M/L
Finance-school finance lead to work with CFOs	Additional costs incurred due to COVID19 are understood and clearly documented.	In place		Lists being kept by Finance Team. All costs are recorded. Reimbursement expected at some point in 2020/2021	July- Dec 2020	L
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM					
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	N/A		In discussion with Leadership Team	Ongoing	M/L
	Insurance claims, including visits/trips booked previously.			In place and managed	May 2020	L
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering 			All still in place	Ongoing	L
Before and after school clubs	Approach in place for before/after school clubs implements the necessary protective measures.	N/A				