

COVID19: Risk Assessment and Action Plan from September 21

SCHOOL NAME: Northwick Park Academy Trust

OWNER: Mrs Emma Lane

DATE: September 2021

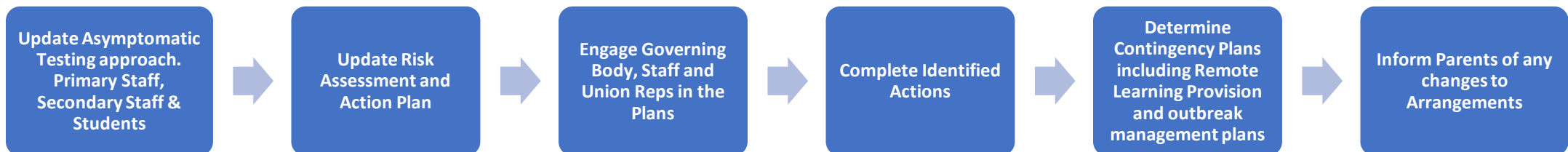
Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place following the end of restrictions in July and changes to self-isolation protocols in August, to 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'

Risk Assessment for Full Re-opening:



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The below table has been updated to remove any control measures which are no longer required by the DFE guidance following the ending of restrictions in July and changes to self-isolation protocols from August. Examples have been amended (*in blue*) to align to the latest practices.

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.		A	Amended RA before full re-opening to be shared digitally with: <ol style="list-style-type: none"> 1. SLT 2. Chair of Governors and Chair of Directors 3. Governors and Directors 4. Union representatives 5. All staff Chair of Audit committee and chairs of governors Shared to all parties by Friday 27 th August Published on website by Wednesday 1 st September 2021	Finalised by Tuesday 31 st August	A
Site Arrangements	Consideration given to premises lettings and approach in place.	Hall used by pupils during day. Will be cleaned before and after lettings. NP - Subletting of Little Lions buildings and 1 car parking spot to Virgin Healthcare. Virgin staff need access to car park and their buildings. Their site is open for services to public.	M	<ul style="list-style-type: none"> • Lettings risk assessment completed. • Little Lions - Advise them to avoid entry and exit of site when pupils/parents are in entrance areas. • MUGA – copies of hirer RA and Public Liability Insurance to be provided by hirer before they commence. Meeting to be held with Head/Site staff before activity starts. 	In place and ongoing	L
	Consideration given to the arrangements for any deliveries.	Deliveries arrive during high traffic times around school opening/closing times Unloading points for deliveries in pupil areas	M	<ul style="list-style-type: none"> • Suppliers are already aware that deliveries will not be received at these times. Office staff to be reminded that they cannot accept deliveries at this time. • Where possible deliveries to be received in areas where there is no pupils access and low volumes of staff 	In place and ongoing	L

		Site Manager is unavailable	H	<ul style="list-style-type: none"> The Trust employs 2 site managers and 1.5 further site staff. SLT have been trained in essential procedures to open/close site. Insurance is provided by the government RPA scheme. 	In place and ongoing	L
	Office spaces re-designed to allow office-based staff to work safely (considering remote working where appropriate).	Office does not allow for adequate space between staff members, no windows for ventilation.	M	<ul style="list-style-type: none"> Office staff desks repositioned, and furniture removed to allow for improved distancing where necessary. Protective screens provided where necessary. Staff working changed hours or from home if necessary. All desks to be kept clear of clutter to allow for ease of cleaning. Alcohol cleaning wipes available for use with telephones and other IT equipment. Encourage staff to use before they start using shared equipment for the first time. SBM and Finance officer to continue work flexibly where this suits their work. Their office is large enough to accommodate them both. All offices will be cleaned daily. Phones and computers in offices should be used only by the person who is at that workstation. If it is essential for another member of staff to use them, they must ensure the workstation and all the equipment is thoroughly cleaned before use. Screens are in place at workstations where desks are face to face. Two portable screens are available for use if needed. A Screen is in place in the open hatch between the office and the reception area. The phones, computers and work areas should be cleaned between users. 	In place and ongoing	L
	Entry and exit routes to the school are in place.	Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.	M	<ul style="list-style-type: none"> Main gate open to pedestrian traffic SLT to encourage parents to leave site after dropping off or collecting children. No parking in unmarked bays or designated areas. Area outside kitchen is currently a building compound. Nursery and day-care and reception parents will be allowed on site to drop off and collect children. Breakfast and after school club drop off and collection at Busy Bears. Little Bears drop off and collection will be through the Nursery. Nursery and day-care and reception parents will be allowed on site to drop off and collect. 	In place and ongoing	L

<p>Emergency Evacuations</p>	<p>Evacuation routes are confirmed, and signage accurately reflects these.</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>	<p>Current evacuation routes would cause multiple groups of people to come into contact. More appropriate alternatives are possible.</p> <p><i>Evacuation routes have been updated following ending of bubbles – this may be returned to pre COVID19 arrangements.</i></p>	<p>M</p>	<ul style="list-style-type: none"> Revised evacuation procedure and share with all staff and children. PEEPs will be shared with all staff in the year groups. All classrooms have direct access to the outside of the building and are step free. More staff than required were initially trained as fire marshals. Reminders from Site staff can be given and more training can be delivered if required. New 'Inventory' sign in system fire marshal app to be used to record staff and if possible for pupils. Nursery and Day-care to use existing systems. SLT and office staff will have this on their phones to allow for different staff being in school on different days. <p><i>Full evacuation test to take place in September</i></p>		
<p>Cleaning and waste disposal</p>	<p>Enhanced cleaning regime is in place in line with COVID19: Cleaning in non-healthcare settings guidance.</p>		<p>M</p>	<ul style="list-style-type: none"> Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. Hand towels and hand wash are to be checked and replaced as needed by site staff and cleaning staff morning and afternoon. Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush. Cleaning stations with wipes, gloves and aprons available in all class spaces. Staff will not be expected to use them but will be able to if they deem appropriate Caretaker has been deployed to clean throughout the day <p><i>Additional cleaner at lunchtime</i></p>	<p>In place and ongoing</p>	<p>L</p>
	<p>Cleaning staff capacity is adequate to enable enhanced cleaning regime.</p>		<p>L</p>	<ul style="list-style-type: none"> A member of cleaning staff will be working an extra 5 hours per week. <p>Other cleaning staff are available to work extra shifts if needed.</p>	<p>In place and ongoing</p>	<p>L</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>	<p>No hand sanitiser for visitors to reception.</p> <p>Classrooms do not have tissues.</p> <p>Low supply of hand sanitiser.</p>	M	<ul style="list-style-type: none"> Hand wash stations and/or hand sanitiser available at the school entrance. All handwashing now indoors. 4 indoor water fountains have been converted into sinks. 2 Outdoor fountains converted into sinks by MUGA. Lidded bins in classrooms and offices. Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach Stock check and ordering schedule reviewed and order made. <p>Staff & pupils encouraged to use soap and water where possible with hand-sanitiser as back up, in line with guidance.</p>	By 1/9/21	L
	Sufficient time is available for the enhanced cleaning regime to take place.		M	Extra cleaning capacity in place so staff can still come into school at the usual time and leave as normal.	L	L
Classrooms	Classrooms have appropriate ventilation arrangements.	<p>Class working environment becomes uncomfortable if too cold</p> <p><i>Windows open before and after lessons, and during lessons when temperatures allow.</i></p> <p><i>Mechanical ventilation system adjusted appropriately to 'full fresh air' or 'single room only'.</i></p>	H	<ul style="list-style-type: none"> Staff are asked to keep windows slightly open at all times. As there are less people in the classroom the ventilation will be slightly eased. This does not mean measures should be eased. Pupils and staff have been advised to wear more layers of clothing when working in school. Lessons planned can include 'active' breaks (Jump Start Jonny, active Brain Gym) to keep children moving and warm. 	In place and ongoing	L
	Classrooms have been set up to suit the age and needs of the children.		M	<ul style="list-style-type: none"> Unnecessary furniture and equipment have been removed from class bases, entrance hall and office spaces. 	In place and ongoing	L
	Classroom entry and exit routes have been determined and appropriate signage in place.		L	<ul style="list-style-type: none"> Each class has own external entry point to the building Internal routes are allowed to be used by all. Staff should be aware of having conversations in corridors. 	1/9/21	L

	<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources.</p> <p>Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].</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>No COVID19 information posters currently in place. Limited reminders/ awareness for children.</p>	<p>L</p> <p>M</p> <p>L</p>	<ul style="list-style-type: none"> Bags and personal belongs kept in own space or locker. These should be limited to a water bottle and lunch box and book bag where this is used. Pupils will wear PE kit and Forest school kit on days when they are doing those subjects to avoid extra bags in school. All classrooms have age-appropriate furniture and excess furniture has been removed. Communal resources have now been returned to their usual storage places. Small medical kit will be available in each year group/class so pupils do not need to go to the office/medical area unless they have a serious accident or suspected Covid19. Each class will keep records and inform parents via normal slip method - copies of which will be provided with medical kit. A medical list will be provided for each class which should be kept in the top drawer of the teacher's desk. Posters displayed in all Classes, corridors and in the toilets. 	<p>1/9/21</p>	<p>L</p>
	<p>IT equipment</p>		<p>M</p>	<ul style="list-style-type: none"> IPads to be cleaned before every use with anti bac wipes and before being put back in the case. IT team or whoever takes trolley to the next class to clean trolley handle and clasps after each use. Teachers to clean down class laptops at the end of each sessions if anyone else will be using it. ICT suite will only be able to be used for timetabled slots. Pupils will be taught to clean down the equipment as they leave with wipes. The next user will also clear the equipment before they begin their lessons. 	<p>1/9/21</p>	<p>L</p>
<p>Staffing</p>	<p>Approach to staff absence reporting and recording in place. All staff aware.</p>		<p>M</p>	<ul style="list-style-type: none"> Text Head teacher before 7am, as is school policy If any member of staff has COVID symptoms, they must not come to school but should follow: COVID-19 working procedure If Head teacher is unwell, Head of School and Deputies will lead the schools. There is significant leadership capacity throughout the academy chain and Heads of school, Deputy Heads and Assistant Head teachers can be redeployed to either site. Systems, structures and strategies are in place for SLT to follow. 	<p>In place and ongoing</p>	<p>L</p>

	<p>Staffing numbers required have been determined including support staff such as facilities, IT, midday and office/admin staff.</p>	<p>Paediatric First Aider unable to work on site.</p>	<p>H H</p>	<ul style="list-style-type: none"> • All staff will return to site on 2nd September to continue with their given roles. • Front office staff will be deployed to ensure that only 2 members of staff are on duty at a time. • Staff plans for the year are complete and there is contingency for sickness. A register of staff working outside of their normal patterns will be kept. • All Foundation Stage staff hold a current Paediatric First Aid certificate. Update training has been booked. • In case of absence, there is sufficient cover in place • Each site has two designated safeguarding leads. Each can move to the other site if needed. • Trust has 3 qualified SENCO's • Trust has 3.5 Caretaking/Site Staff • IT staff amended hours to cover early mornings as a priority. • LB IT not covered Monday but specialist IT support available from NP. <p>Office covered 8.00am - 4.30pm NP /8.00-4.00 LB</p>	<p>In place and ongoing</p>	<p>L</p>
	<p>Risk assessments in place for those staff who are clinically extremely vulnerable, and appropriate arrangements for mitigating risk are identified.</p> <p>Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.</p>	<p><i>Shielding is no longer in place. Clinically extremely vulnerable staff and/ or students have risk assessments which identify any specific adjustments to allow them to attend on site.</i></p>		<ul style="list-style-type: none"> • List of staff who need to have a RA is updated by the Head teacher and monitored by the SMB. <p><u>Individual RA template</u></p>	<p>By 1/9/21 And reviewed half termly</p>	<p>L</p>
	<p>Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision agreed and communicated.</p>	<p><i>Staff are aware of their role in the continued contingency plans regarding remote education, should the plan be enacted.</i></p>		<p>If a child tests positive but is asymptomatic or is well enough Teachers will provide work for them to complete. This will be set on Purple Mash and marked. If a child tests positive and is not well enough to attend school under normal circumstances, they will not be expected to complete work at home.</p> <ul style="list-style-type: none"> • Children will have access to spelling shed, times table Rock Stars and Purple Mash. • School will provide laptops and dongles if necessary 		

	<p>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.</p>	<p>Insufficient staff in school to allow for pupils to be safely catered for</p>	<p>M</p>	<ul style="list-style-type: none"> • Cover to be monitored every morning after 7am to allow staff to call in sick for that day. • Office staff to be redeployed between sites or use SLT. • Site staff may be asked to work across sites and extra hours to cover sickness. • Use outside contractors for cleaning if necessary. • Simple menu can be put in place in case of catering staff sickness. • Contact with regularly used supply cover will be maintained in case of emergency. • If Business Manager is unwell, potential major issues with payroll, supplier payments, Gov returns. These can all be done remotely if isolating. SBM services to provide cover for sickness. 	<p>In place and ongoing</p>	<p>L</p>
	<p>Consideration given to the options for redeployment of staff to support the effective working of the school. If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.</p>		<p>M</p>	<ul style="list-style-type: none"> • All staff are employed by the MAT and as normal practice can be deployed to either school • Many LSA's have been trained in classroom delivery and will be given planning if they are needed in the event of an emergency and they are willing to do so 	<p>In place and ongoing</p>	<p>L</p>
	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support. How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>		<p>M</p>	<ul style="list-style-type: none"> • A member of SLT is a Trained Mental Health First Aider at Work and is available to work across both sites. Training session was held in September 2020 and further staff opportunities are planned through the year. • The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements • Bonnie to give training to staff to give ideas for activities to support pupils • Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx 	<p>In place and ongoing</p>	<p>L</p>
	<p>Consideration given to staff clothing expectations and information shared with staff</p>		<p>M</p>	<ul style="list-style-type: none"> • Normal dress codes apply with adaptations. • Staff can wear trainers or sandals • Staff are advised to wear/bring warm clothes as the weather becomes colder and the building is being ventilated. 	<p>In place and ongoing</p>	<p>L</p>

	Approaches for meetings and staff training in place.	Staff training schedule may have to be put on hold if needed due to staff illness.	M	<ul style="list-style-type: none"> Staff training sessions and weekly Briefing sessions will take place face-to-face but can take place remotely on Teams or Zoom if needed. School has bought into 'Flick' to deliver online remote staff training Team planning between schools in the chain can take place via Zoom. Planning sessions should happen face to face in a well ventilated room. 	In place and ongoing	L
	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.		M	<ul style="list-style-type: none"> Visitors will be limited to necessities (social worker visits, school nurse) Parents will continued to be asked to communicate via email or phone call to the office in the first instance. Zoom and Teams are available for staff to have contact with parents if needed. Visitors will be informed of school practice and will be informed of protocol at the office. Hand sanitizer will be available. 	In place and ongoing	L
	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.		M	<p>Lessons delivered by externally employed adults will resume.</p> <p>Music Service RA</p>	In place by 1/9/21	L
	The approach for inducting new starters and students has been reviewed and updated in line with current situation.		M	<ul style="list-style-type: none"> Regular contact has been made with new starters/students and relevant policies will be shared prior to taking up employment. Each new starter will have a designated line manager allocated who can be their first point of contact for day to day queries. 	1/9/21	L
	Information shared with parents.		M	<ul style="list-style-type: none"> Regular update letters sent to parents and reminders where needed. SLT are also available at site entrances at the start and end of the day. Paper copy will be available at the school office if requested. 	Ongoing	L

Catering	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.	Both school kitchens are ready for use	M	<ul style="list-style-type: none"> Staff are available for possible redeployment of other members of staff if sickness becomes an issue. Several members of staff who do not work in the Kitchen are qualified in using Kitchen equipment and can be used for additional support if needed. All year groups will return to using the halls to eat in at lunchtime. <p>We can consider transfer of hot food between sites or further simplification of menus if this is required</p>	1/9/21	L
	Arrangements for the continued provision of FSMs for eligible children not attending school due to self-isolation are in place.	<i>Only applicable for under 18s who have tested positive for COVID19 and required to isolate, who are eligible for FSMs.</i>		<ul style="list-style-type: none"> Food parcels will continued to be offered to children who test positive and are required to remain in isolation. 		
	Arrangements for food deliveries in place		L	<p>Deliveries will take place early morning before school start.</p> <ul style="list-style-type: none"> 	In place and ongoing	L
	<p>Menu</p> <p>Snack</p>		M	<ul style="list-style-type: none"> Two-week menu in place adhering to current nutrition standards and factor in availability of supplies Nursery snacks and Busy Bears meals will be prepared and served by staff following food hygiene guidelines. Free milk delivery to restart 2nd Sept. Cups to be washed in dishwasher Tuck and fruit available for purchase in school. Excess KS1 fruit will be available for KS2. All children have been advised to bring their own water bottle. Water bottles can be filled from the external taps or water bottle stations by children All children will wash hands or sanitize before and after eating. 	In place and ongoing	L

<p style="text-align: center;">PPE</p>	<p>PPE requirements understood and appropriate supplies in place.</p>	<p>Stocks not available</p>	<p>H</p>	<ul style="list-style-type: none"> • Gloves and aprons are available in school. • Staff are advised that they may wear masks in communal areas but that this is not compulsory. • Full PPE available in medical room for use if child displays symptoms (visor, apron, gloves). • Stocks to be replenished as necessary and can be moved between sites if required • Visors available for office staff dealing with children displaying symptoms. It is recommended staff wear masks as well as visors. 	<p>In place and ongoing</p>	<p>M</p>
<p style="text-align: center;">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>If a pupil or student begins to display symptoms of COVID19 during the day, they are isolated and parent is called immediately. They wait to be collected in the medical room, overseen by X.</p> <p>Any staff member who begins to display symptoms of COVID19 during the day, immediately informs the Head teacher and leaves the site as soon as possible.</p> <p>Individuals are given a PCR from school stock or asked to seek a PCR test as soon as possible.</p> <p>Close contacts are identified by NHS test and trace if the individual has confirmed case.</p>	<p>H</p>	<p><u>COVID-19 Outbreak plan will be completed as needed.</u></p> <ul style="list-style-type: none"> • Pupil to be taken to medical room by a member of staff. • The member of staff should keep 2m distance at all times and wait outside the main office for a member of SLT, who should have been contacted by the class teacher. • SLT advise office staff so they can ring for child to be collected. • Members of SLT to stay with child and then follow school guidance as above. • Full PPE to be used by staff while they are waiting for child to be collected. • Medical room to be clear of external clutter so that it can be used if needed for isolation in a suspected COVID-19 case. • Other unused rooms to be used as back up if more than 1 child is awaiting collection for displaying COVID symptoms. 	<p>In place and ongoing</p>	<p>M</p>

	<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><i>Close contacts are now identified by NHS test and trace following a confirmed case.</i></p> <p><i>Those who have been double vaccinated or under 18 do not need to isolate but asked to take a PCR instead.</i></p> <p><i>Can contact Essex Test and Trace team for advice.</i></p>		<ul style="list-style-type: none"> • Staff to follow the school procedure as set out in <u>COVID-19 working procedure</u> • If a pupil has a suspected or have a confirmed case of COVID19 they are to inform the school office as usual and then follow the procedure set out in the parent guide. <p>IF STAFF HAVE SYMPTOMS, THEY MUST BOOK A TEST AND SELF ISOLATE UNTIL THE TEST HAS BEEN RETURNED AS NEGATIVE. THEY MUST NOT ATTEND SCHOOL OR BE SEEN OUT IN THE COMMUNITY AT THIS TIME, OTHER THAN TO ATTEND THE TEST THEY HAVE BOOKED.</p>		
Pupil information and wellbeing	<p>Approach and expectations around school uniform determined and communicated with parents.</p>		A	<ul style="list-style-type: none"> • Parent expectations will be communicated via email (copies will be available at the school office). By sending children to school, parents are agreeing to abide by this. • Pupils are expected to be in full school uniform. On Forest school and PE days, they will be asked to wear their kit to school for the day. • Pupils will not need to bring in any equipment from home for lessons. • Reading books can be taken home and will be brought to and from school in reading folders. 	1/9/21	A
	<p>Changes to the school day/timetables shared with parents.</p>		A	<ul style="list-style-type: none"> • Yes, as detailed above 	July 2021	A
	<p>All students instructed to bring a water bottle each day. Water fountains cleaning arrangements in place.</p>		M	<ul style="list-style-type: none"> • Water bottle refill has been arranged. Fountains have been changed to handwashing stations where possible. • Plastic cups and some spare water bottles will be available to any children who don't have their own • Water bottles for sale at class entrances or via purchase on scope to be delivered to the child in class. 	1/9/21	L

	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.		M	<ul style="list-style-type: none"> • Bonnie will be in school Monday, Tuesday and Wednesday • LB phone support from Bonnie • Mental Health Policy in place and teaching and support staff have been recently trained in Child and Adult mental health. • The school website will continue to signpost parents to support • Relaxation, wellbeing and mindfulness activities will be included in home learning. • Children’s Mental Health week will be observed in school including extra activities in home and school and in-school learning. • All staff will undergo TPP training. 	In place	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		M	<ul style="list-style-type: none"> • These are in place and Head Teacher is aware of cases through support for vulnerable groups. • SENCOs have capacity for referrals to support groups. • Bonnie Raby will be available in school for pupils who need support. Cases will be prioritised through discussion with SLT and SENCO’s 	In place	L
Remote Education Plan	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.			If a child tests positive but is asymptomatic or well enough, home learning will be set. All home learning that is needed will be delivered via purple mash as per the details above.	In place	
	Technology support in place. DFE laptop allocation ordered, for contingency purposes.		A	<ul style="list-style-type: none"> • Laptops have been ordered and will be distributed to families who need them • Pupils will be expected to return these to school when they return after isolation. • All laptops will be checked and readied for re-distribution should the need arise. 	In place	

Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.		M	<ul style="list-style-type: none"> • New electronic safeguarding reporting system is in place (CPOMS). • Enhanced training for DSL's • All teaching staff to be trained using CPOMS. • All disclosures will be left logged onto CPOMS. • School councillor has prepared a pack for all teachers with age appropriate activities to support wellbeing. 	1/9/21	L
	Updated Child Protection Policy in place.		M	<ul style="list-style-type: none"> • Adopted most recent Child Protection Policy under chairs action for both schools. This is available on the school website • 2 DSL's have attended additional training • Head teacher and safe guarding governor have attended governor safeguarding training • All staff have updated their level 2 safeguarding training on Flick. • Staff to be allocated time to read Keeping Children Safe in Education update (Sept 21) 	Ratified and in place	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.		M	<ul style="list-style-type: none"> • These meetings have been on-going and will continue to be a priority. Head teacher or Deputy will be available throughout the holidays. • School nurse liaises with Head teacher weekly • Head teacher attends all social care meetings and carries out home visits as detailed in actions from meetings. 	In place and ongoing	L
	Where physical contact is required in the context of managing behaviour.		M	<ul style="list-style-type: none"> • We do not have any pupils currently who have needed use of physical contact for behaviour management • In extreme cases SLT only will use restrained stated in the behaviour policy. • PPE is available for SLT and staff if needed. 	In place and ongoing	L
	Current learning plans, revised expectations and required adjustments have been considered.		M	<ul style="list-style-type: none"> • The schools broad and balanced curriculum will be taught. • Well-being sessions and increased opportunities for physical exercise have been incorporated. 	In place and ongoing	

Curriculum / learning environment	Whole school approach to adapting curriculum (S/M/L term), including: <ul style="list-style-type: none"> Wellbeing curriculum recognising 'non-curriculum' learning that is being done at home capturing pupil achievements/ outcomes utilising the DFE 'catch-up' funding and programmes contingency remote learning plan 		M	<ul style="list-style-type: none"> Wellbeing will continue to be a strong focus for the rest of the year Support for teachers in planning and delivery will be available from the school councillor. School councillor will provide age-appropriate activities for children Active opportunities everyday Summative assessments at the end of the autumn term. Statutory RSE curriculum will be implemented. Following summer term assessments, Catch up and intervention programmes are in place for all Year groups. In school tutoring will focus on reading 1-2 tuition in reading Children will have access to spelling shed, times table Rock Stars and Purple Mash. School will provide laptops and dongles if necessary 	1/9/21	L
	Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.		M	<ul style="list-style-type: none"> A new behaviour policy was ratified by the Governing Bodies in July 2021. 	Ratified July 2021	L
	Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.			<ul style="list-style-type: none"> Online Safety is covered in all year groups at the start of September for the beginning of the academic year and revisited throughout the year. Whole staff, parents and children training on Online safety has been delivered by 'The 2 Johns' in June Guidance and advice for parents is available on the school website. 		
CYP with SEND	Approach to provision of the elements of the EHCP including health/therapies.	Staff availability Adaptability of resources Availability of professionals	M	<ul style="list-style-type: none"> Face to face visits are possible when these are essential with the following adaptations: Visitors log to be kept in the office. Visitors will be asked to log who they saw and roughly for how long via Inventory. Visitors can take pupils out of classroom to work with them but this needs to be logged and left with the school office. Normal safeguarding policy will still apply to visiting professionals. Interventions are now fully running. 	1/9/21	L

	Annual reviews and One Plan Meetings	Lack of available professionals	M	<ul style="list-style-type: none"> • These have begun in person. 	In place and ongoing	L
	Requests for assessment.	Adapted assessments Ability to access evidence Availability of professional evidence Longer time to gather evidence	M	<ul style="list-style-type: none"> • Where these were ongoing we will continue to review in line with school policy 	Ongoing	L
	Consider any CYP who may need support with their return to school and consult with the family and other agencies involved.	Individual care needs Pupils with mobility issues	M	<ul style="list-style-type: none"> • PPE available for 1-1 LSA's who are providing close personal care if needed. 	1/9/21	L
Attendance	Approach to promoting and supporting attendance for all-pupils determined, including those who may be anxious.		M	<ul style="list-style-type: none"> • All children from Year R to Year 6 are expected to attend school full time unless they are unwell or test positive through a PCR test. There is no longer any need to Self-isolate if a member of the house hold tests positive. • Attendance officers will resume calling pupils as per the school policy • If deemed necessary, plans can be made for anxious pupils to arrive/leave school outside of busy periods • SLT will be available at school entrances and are contactable at the start of the school day to assist any pupils who are anxious about coming into school. • LSA's can also be available to support pupils coming into school. <p>Support from Bonnie Raby may be sought in extreme cases.</p>	1/9/21	L

	Approach to support for parents where rates of persistent absence were high before closure.		M	<ul style="list-style-type: none"> Attendance officers to continue to communicate as necessary with the families on our attendance risk list. Non-communication will be discussed with the Head teacher and a plan of action will be implemented Attendance officers will meet with the Head teacher/Head of School every Friday to review attendance. The Attendance Ambassador Service will be used. 	1/9/21	L
Communication	Information shared with staff around the updated plan, including returning to some pre COVID arrangements and some new arrangements – as appropriate.		A	<ul style="list-style-type: none"> Risk Assessment to be shared with all staff by 27/8/21 This has been written with the changing guidance from DfE and Essex County Council. Full risk assessment reviewed and shared with staff and stakeholders termly. Following consultation, it will be available on the school website. 	27/8/21	A
	Union representatives informed of updated plans.		A	<ul style="list-style-type: none"> RA will be read and checked against published union guidance by the NEU representative. Where other unions have sent guidance to the school, this is read and considered. Union advice will be sought from the school representatives before publishing on the website. 	27/8/21	A
	Updated Risk Assessment published on website.		A	<ul style="list-style-type: none"> The amended Risk Assessment will be published on the school website after consultation with Governors, Directors, Union representatives and staff. 	1/9/21	A
	Communications with parents on the: <ul style="list-style-type: none"> Revised plans, any control measures that remain in place and any that have ceased Contingency plans Outbreak management plans Wellbeing/ pastoral support 		A	<ul style="list-style-type: none"> Communication with parents is regular and changes are detailed as needed via emailed letters. All letters are sent to staff via email so that they understand what is happening across the school. Paper copies can be available from the school office. Parents are informed of any changes to attendance, uniform, behaviour expectations and start and end times of the school day via email. Parents are able to contact the year group email in the first instance and the school office if they have questions. Head teacher's email address has been shared with parents in case of emergency and the need to make contact outside of school hours. Parents are expected to inform the school of any positive COVID-19 test results. Positive COVID-19 cases are communicated to school community quickly and sensitively by the Head teacher, Head of School or Deputy Head teachers. 	Ongoing	A

	<p>Pupil communications around:</p> <ul style="list-style-type: none"> • Revised plans, any control measures that remain in place and any that have ceased • Contingency plans • Outbreak management plans 		A	<ul style="list-style-type: none"> • Weekly assemblies will be filmed and zoomed to classes so consistent messages can be delivered by the Head teacher. These will be available through Purple Mash. • Weekly assemblies will be held for all classes in the hall. • Pupils are able to email their teachers through Purple Mash. 	Ongoing	A
	<p>On-going regular communication plans determined to ensure parents are kept well-informed</p>		A	<ul style="list-style-type: none"> • Communication will continue from school to parents through emails, letters, website updates and social media posts. Parents have been reminded that they are not to take messages to class teachers at drop off or collection time. Urgent messages can be left with SLT at the entrance points. • Parents will be asked to communicate with school via email or calls to the office. • Detailed plans will be shared with school office staff so that they can answer queries. Staff will be expected to refer questions to Head teacher or SLT if they are unsure as is common practise. 	In place and ongoing	A
Governors/ Governance	<p>Meetings and decisions that need to be taken prioritised.</p>		A	<ul style="list-style-type: none"> • Face-to face Governing Body and Directors meetings have resumed. • HT briefs Director, SLT and staff as needed 	In place and ongoing	A
	<p>Governors have oversight of plans and risk assessments.</p> <p>Approach to communication between Leaders and governors is clear and understood.</p>		A	<ul style="list-style-type: none"> • Governors have been communicated with via email and training on completing risk assessments has been provided. • Risk Assessment shared and if necessary, a virtual meeting will be held to discuss them further • A governor will continue to have responsibility for remote learning across the trust. 	By 1/9/21	A
	<p>Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Head teacher and SLT. <i>Refer to Head teacher wellbeing materials.</i></p>		A	<ul style="list-style-type: none"> • Trust Director makes regular welfare calls to the Head teacher to ask about her welfare and that of all staff in the trust. • Further support of staff is delegated by the governors to the SLT. 	In place and ongoing	A

Finance	Additional costs incurred due to COVID19 are understood and clearly documented.		A	This continues to be recorded by the SBM and her team.	In place and ongoing	A
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM		A	All additional cost to be kept under review using monthly management accounts and claims made where applicable. Advice given by MWS and SBM services.	In place and ongoing	A
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.		M	<ul style="list-style-type: none"> Trust Business Manager to monitor 		L
	Insurance claims, including visits/trips booked previously.		A	<ul style="list-style-type: none"> None required. Trip money has been refunded. All costs were recouped. 		A
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> Cleaning IT support Catering 		A	<ul style="list-style-type: none"> IT support contract has been increased in both schools in new financial year in light of extra strain on IT requirements. Improved internet speeds with new provider to match with NP are being sought for LB. Plan to be running by March 2021 In house cleaning and catering services will continue. Additional day time cleaning hours on both sites using existing staff and one new cleaner recruited at NP. This will continue. 		A
	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.		A	<ul style="list-style-type: none"> The two trust schools will continue to work closely together through this time. Support provided by SBM network with other finance professionals but only remotely. 		A
School events, including trips	The school's annual calendar of events has been reviewed.		A	<ul style="list-style-type: none"> School trips will be booked. School events timetabled will be reviewed the half term before they are due to take place. 	1/9/21	A

Before and after school clubs	After school clubs outside of extended school provision implement the necessary protective measures.		M	<ul style="list-style-type: none"> Clubs will start again from September 21. Music tutor in attendance will follow EMS RA and guidelines. 	1/9/21	L
	Busy Bears and Little Bears breakfast and after school clubs.		H	<ul style="list-style-type: none"> Busy Bears and Little Bears (breakfast and after school care) at both schools will continue to run as before lockdown. At the start of the school day, pupils will be taken to their classes at their allotted time by a member of staff. At the end of the day, an LSA will take the children to BB/ LB 	1/9/21	L
Testing	Test kits are securely stored and distributed to staff and students.		A	<ul style="list-style-type: none"> Lateral Flow tests are now available in school to all staff members Tests will be kept in the school offices ready for collection Tests must be collected and signed for by the individual 	Ongoing	A
	Staff and students are aware of how to safely take and process the test. Shared 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 		A	<ul style="list-style-type: none"> There is no expectation on staff to take the test but we hope this will be a useful safety measure for school. Tests will be given to staff by Head teacher or Office manager and recorded on a central system Staff must follow the guidelines given for taking the test <u>DFE/ NHS Video Instructions for self-testing</u> All staff were given a leaflet with the test kits <p>All queries should be directed to the Head teacher or school office.</p>	Ongoing	A
	Staff and students are aware of how to report any incidents both clinical and non-clinical.		A	<ul style="list-style-type: none"> Positive results must be immediately communicated to the Head teacher. All results (positive, negative or void) must be communicated to Brenda at Northwick or Sharon at Leigh Beck within 24 hours of taking the test Test results will be reordered on a central log and school GDPR regulations will be followed. 	Ongoing	A
	Process in place to monitor and replenish test supplies			Test have been and will continue to be reordered by Deputy Head (TS)	Ongoing	A

<p style="text-align: center;">Outbreak Management Plan</p>	<p>Outbreak management plan developed to cover arrangements should children, pupils, students or staff test positive for COVID19, and how the school shall operate if advised to take extra measures to help break chains of transmission.</p> <p><i>Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting (<u>Stepping measures up and down</u>) or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</i></p>	<p style="text-align: center;"><i>Outbreak Management plan covering re-introduction of some measures including reduced mixing, face coverings, remote education is developed, and all staff are aware of their role. Communicated with parents and students regarding when this would come into place and how they would be informed if required.</i></p>	<ul style="list-style-type: none"> • An Outbreak management plan is prepared and in place should the need arise using the EEC template as guidance. • If the Outbreak plan needs to be actioned, according to the EEC/DfE guidance, the Head teacher will liaise with the necessary parties to ensure it is actioned as soon as possible. • The Head teacher/SLT will liaise as required with Central Government advisers if an enhanced response package is put into place in the local community. • Remote Learning is prepared ready to be distributed should an outbreak plan need to be implemented. • Head teacher will communicate with all stake holders should the need to implement an outbreak plan arise via email (SCOPAY) 	<p style="text-align: center;">In place and ongoing</p>	
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