**COVID19: Full-opening Risk Assessment and Action Plan**

**SCHOOL NAME: Stockham Primary School**

**OWNER: R Burbank DATE of last update: March 1st 2021**

**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 -Keeping chn safe in education Sept 2020
  + 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’

**Consideration for Preparing for a full opening:**

**Risk Assessment/ Action Plan Sections:**

***Additional risks and measures February 2021 to be implemented on 8th March***

***Based on DFe guidance and County advice:*** ***https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/963541/Schools\_coronavirus\_operational\_guidance.pdf***

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| --- | --- | --- | --- | --- |
| Theme/area | Risk | Measure in place to reduce risk | Action completed | Risk level with measures in place |
| **Asymptomatic testing for staff 2 x a week** | Asymptomatic staff in the school unknowingly spreading the virus to others | Information leaflet, link to GDPR, link to yellow card link for injury during testing | Staff meeting and video in Jan. | V low |
| **Symptomatic test kits** | Staff and chn must not attend the school if they show any symptoms of coronavirus | Reporting system, government guidelines on isolation and PCR testing. Increased cleaning of areas in school if a child or staff is symptomatic. | ongoing | low |
| **Contingency plan in place if whole class or school closure again.** | low | Remote learning package in place | Jan 2021 | low |
| March 8th –  Ensure the following points are still being rigorously implemented:   * Face coverings, washing hands thoroughly and more often, good respiratory hygiene * Consistent bubbles * Staggered starts and pick ups * One way systems outside the school building * Increased ventilation * Boost pupil and teacher well –being (bespoke curriculum from 8th March 2021 <https://www.gov.uk/government/news/8m-programme-to-boost-pupil-and-teacher-wellbeing> * Re-paint lining up markers and one way systems, communicate to parents * Re-visit drop off and pick up times – Foundation class has been identified as a busy area with Camel entrance too…   Consider risks for extremely vulnerable staff, staff over 70 and pregnant staff. Risk assessment in place for individual staff.  https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees | | | | |
| **Pick up and drop off points in school playground** | Medium –  Due to areas of bottle neck and passing of adults and children on school grounds, infection could be passed from coughs, sneezes, touch. This is particularly for areas such as the Foundation exit gate which meets Year 2 arrivals, Year 4 classroom door due to thin paving area and school gates. | Many parents are feeling at risk in the school playground, passing other adults and children.  Children must remain with their adult at all times whilst waiting.  Adults will wear a face covering when on the school grounds to ensure particles are not passed from one person to another through coughs, sneezes or touch. (medical exemptions apply) | Jan 4th 2021  Still need to implement safe waiting area for Year 4 parents, by installing black grip carpet up the ramp. | low |
| **In school building for staff** | High  Teachers and school staff could catch coronavirus when working in close contact with young children. Young children are known to carry the virus asymptomatically | Staff advised to wear PPE. Visor or face covering when working closely with individual children and small groups.  Full ventilation to rooms during times such as break, daily miles etc to air the classrooms.  Excellent handwashing throughout the day. Especially on arrival and departure to work. | Re stock PPE on regular basis  Reminders to staff re-ventilation |  |
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***\*The below table includes examples in grey, these are not exhaustive.***

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| **Preparing Buildings and Facilities** | Post Summer re-check of Premises and utilities have been health and safety checked and building is compliant.   * 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 | *Caretaker and cleaner possible illness*  *Parts of the site has been closed for prolonged period* | *Initial risk*  *H*  *M* | *Actions/implementations*  *Source alternative suitably trained person*  *Carry out a formal / recorded full pre-opening premises inspection with Duncan (Health and Safety Governor)*  *Caretaker has been carrying out all relevant tests and flushing water through all taps.*  *All other areas are up to date and safe due to school being open up until the summer holidays* | *When/if needed*  *31/08/2020*  *31/05/20* | *Risk after measures*  *M (as staff would need to take on this role, leaving less staff for supporting children)*  *L*  *L* |
| Office spaces re-designed to allow office-based staff to work safely. | *Office does not allow for adequate space between staff members and rest of staff using the office* | *M* | *Other staff instructed not to enter the office space. Parents using window to KS1 playground for quick messages.* | *31/05/20* | *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. | *Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.*  *KS1 gate is very narrow for both in and out*  *Staggered start times may cause issues with working parents* | *M* | *One way drop off system in place. 1 side of car park gate closed at 8.30am when all staff are in school to provide an exit point, crossing the car park, for all parents to leave the school site*  *KS1 gate will be expanded to provide a wider access point for parents to pass each other safely.*  *2-meter marker spots are painted on playground floors leading to main points.*  *School corridors have been decluttered and are now wide enough to allow pass through of staff.*  *Arrows on floor will guide children and parents through the correct pathway to avoid contact with others. Parents informed of where groups of children will enter and exit, with staggered times. Staggered start and finish times to be kept to a reasonable time i.e. 8.40am and 8.50am/ 3.00 and 3.10pm to avoid parents waiting to drop off siblings.* | *31/08/20* | *L* |
| Consideration given to premises lettings and approach in place. | *Hall would need cleaning after every visit* | *M* | *No lettings for the start of the new school year.* | *ongoing* | *L* |
| Consideration given to the arrangements for any deliveries. |  |  |  |  |  |
| **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.  Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff. | *Current evacuation routes would cause multiple groups of people to come into contact. More alternatives that are appropriate are possible.*  *Reassignment of checking areas is necessary.* | *M* | *Revised evacuation procedure and share with all staff and children.* | *Fire drill to take place in first 2 weeks of September* | *L* |
| **Cleaning and waste disposal** | Enhanced cleaning regime is in place in line with [COVID19: Cleaning in non-healthcare settings guidance.](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) | *The school setting may run out of cleaning supplies, soap, hand towels, sanitisers* | *M* | *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 Val and Rose and other staff who are taking on additional cleaning roles on a daily basis*  *Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.* | *31/08/2020 ongoing* | *L* |
| Adequate cleaning supplies and facilities around the school are in place.  Arrangements for longer-term continual supplies are also in place. | *No hand sanitiser for visitors to reception.*  *Classrooms do not have tissues.*  *Low supply of soap.* | *M* | *Hand sanitiser available at the school entrance, this has already been bulk bought*  *Bins emptied at 3pm each day*  *Disposable tissues in each classroom to implement the ‘catch it, bin it, kill it’ approach*  *Stock check and ordering schedule reviewed and order made.* | *Ongoing.*  *Order PPE through county now* | *L* |
| Waste disposal process in place for potentially contaminated waste. |  |  | *Waste bags and containers - kept closed and stored separately from communal waste for 72 hours*  *Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).* | *Ongoing, usual disposal of rubbish is Tuesdays* | *L* |
| **Class****rooms** | The number of staff and pupils that can use each room at any one time has been determined according to the physical capacity of the school site. NB: up to 30 children in a bubble/group |  | *H* | *School classrooms to be put back to ‘normal’ with all tables. Children will need to be seated 2 to a desk; teachers should consider keeping seating arrangements consistent for each term. KS2 –chn will face forwards.*  *Tables will allow children to face forward for year groups 2-6. Younger classes may still work in a cooperative/social way at tables, Teacher to remain at least 1m away when working with a group.*  *Swamp classroom = will be used as an additional staff room if not being used for behaviour support space.*  *Staff room – staff asked to socially distance and use own plates, bowls, mugs, cutlery where possible,* | *To be achieved on 31/08/2020* | *M* |
| 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]. | *Soft toys, cushions and beanbags in classrooms not easily washable and may spread the virus*  *No COVID19 information posters currently in place. Limited reminders/ awareness for children.* | *M* | Resources, which are not easily washable or wipeable, have been be removed.  Classrooms have been cleared in order to allow as much space as possible for children to distance safely  [*e-Bug*](https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus) *posters displayed:*   * [*Horrid hands*](https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&ss=2&t=Horrid%20Hands) * [*Super sneezes*](https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&ss=2&t=Super%20Sneezes) * [*Hand hygiene*](https://e-bug.eu/junior_pack.aspx?cc=eng&ss=2&t=Hand%20Hygiene) * [*Respiratory hygiene*](https://e-bug.eu/junior_pack.aspx?cc=eng&ss=2&t=Respiratory%20Hygiene) * [*Microbe mania*](https://e-bug.eu/lang_eng/UK%20KS1%20Pack/Microbe%20Mania/Microbe-Mania-Poster.pdf)   New, updated posters for distancing? Duncan to help? | *01/06/2020* | *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:   * Paediatric First aider  (where children under 3yrs) * Designated Safeguarding Lead (DSL) * SENCO * Caretaker/site member * Office staff member | *Office could be unmanned and therefore poor communication to parents and staff*  *Safeguarding issues could be missed or not appropriately reported and followed up.* | *H*  *M* | *Staff audit re available to work on-site from 1st June*  *DSL to be always on site*  *All staff have safeguarding training.*  *First aid cover is high, over 20 staff trained. First aiders on site at all times.*  *New Office staff rota in place, office is always manned. Office staff may continue to work from home where necessary* | *20/05/20*  *01/09/20* | *M*  *L* |
| Approach to staff absence reporting and recording in place. All staff aware. |  | *L* | *System in place, staff call school or Head Teacher.* | *Complete* | *L* |
| Arrangements for staff who are working from home are in place (including those shielded, clinically vulnerable and/or living with someone in these groups). |  | *M* | *All shielding paused from 1st August.*  *Staff expected to be in school, ready for work in September, unless another lockdown is needed.* | *01/09/2020* | *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. |  | *M* | *In place* | *20/06/2020* | *L* |
| 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. | *TA s are required to lead some groups as not enough teachers on site to cover numbers.* |  | *In the event of teacher absence, TAs will be permitted to teach a class, with the support and instruction from either the class teacher or another relevant teacher.* | *Ongoing* | *L* |
| 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. | *Staff anxieties are high concerning full return back to school and some crossing over of bubbles.*  *Staff anxiety around managing handling of specific chn with EHCPs linked to behaviour.*  *Anxiety and stress levels of staff related to supporting children closely with SEND*  *Teachers may work from home during PPA time or arranged meeting to reduce the number of staff in school at one time.* | *H* | *Staff are aware of available support and advice for schools and pupils available from OCC:* [*http://schools.oxfordshire.gov.uk/cms/schoolsnews/guidance-bereavement-and-loss*](http://schools.oxfordshire.gov.uk/cms/schoolsnews/guidance-bereavement-and-loss)  *Add on training for handling is booked for Thurs 10th to support key staff working with 1:1 pupils’ behaviour*  *The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements*  <https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers>  Schools can prepare by nominating a lead to receive the training, and who will then have the capability to disseminate the learning and practice to staff and pupils within the school. The training will be available in the autumn term.  <https://www.gov.uk/government/news/8m-programme-to-boost-pupil-and-teacher-wellbeing> |  | *M*  *All staff have been in school during the partial opening and feel more confident.* |
| Arrangements for accessing testing, when necessary, are in place. Staff are clear on returning to work guidance. |  |  | [*https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested*](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) | *02/06/2020* | *Inset day training* |
| The approach for inducting new starters has been reviewed and updated in line with current situation. |  |  | *New lunch time supervisor will need to be inducted into school.*  *Possible new volunteers will be in school linked to supporting lunchtimes.* | *1st sept induction led by SLT* | *L* |
| Return to school procedures are clear for all staff. | *Confusions and mistakes made, inconsistencies in supporting children and communication to parents*  *Some parents may not read their parent mail and therefore not follow set guidance from school* | *H* | *Inset day and staff and parent emails*  *New start and end times and one way system communicated either before term ends or during the summer before the return of children on the 3rd.*  *Teacher, and HT and SLT to be present on both playgrounds at the start and end of day to help parents and children* | *Inset days 1st and 2nd Sept. Zoom general meeting for all on Wed 2nd Sept.* | *M* |
| 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. |  |  | *Check with the contractor any requirements their employer has specified before visit. Share school protocols.*  Essential contractors and essential visitors only (e.g. social worker/ fire/Ed Psychologist/SEND workers. Head Teacher will collect risk assessments documents from regular visitors.  Maintenance – If possible, to be on site out of hours or on a day children are not attending school.  *If entry is required during school day the following will take place - Contractor / visitors wash hands on arrival –*  *Visitors may need to access the inside of the school (but should not to enter class bubbles unless authorised by SLT)*  *- Visitors and parents will not be able to enter the school building, unless a pre-arranged meeting has been approved.* | *Ongoing* | *M* |
| 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. | *Music lessons could involve singing and sharing of instruments* | *H* | *Piano lessons will have strict cleaning of the piano, hand washing by both piano teacher and child. The pupil will only touch music books. Piano to be sprayed with disinfectant between pupils. Piano teacher to remain 2m away from pupil, no singing and windows and doors open in the bungalow*  *Brass Band lessons will follow similar risk assessments.*  *All 1:1 and small group music lessons will take place in a well-ventilated area with low numbers of pupils (max 2 per room). Blowing of instruments or singing should be carried out back to back from each other to avoid risk of transmission.*  *Similar for Elsa sessions – 2m distance at tables, puppets and toys to be washable or wipe able. Good hygiene and handwashing to take place. Table washed between pupils.*  *Forest school volunteers to remain consistent in the half class bubble and follow staff guidelines for hygiene.* | *1st Sept 2020* | *M/L* |
| **Social Distance** | Arrangements for social distancing in place to consider:   * Staggered school drop off/pick up times and locations (if possible) * Staggered or limited amounts of moving around the school/ corridors * Classroom design * Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches * Toilet arrangements * Group sizes * Staffing arrangements | *Staff may wear masks or visors in communal areas such as the staffroom or corridors. Staff meeting will mostly take place via zoom.* | *H* | *Reminding parents:*  *Uniform must be worn and must be washed frequently during the week*  *Protocol around coming into and leaving the school grounds will be shared with parents – one way system for both KS1 and KS2 children*  *Bags are allowed including: named plastic water bottles and lunch boxes (these will be kept at children’s desk please fill these at home each morning)*  *Some reading books will be sent home but brought back on a Friday, ready to change on the Monday (72 hours)*  *Book bags are needed but will only contain a reading record and reading books. Homework will be set mainly online or will be project based to avoid paper copies coming in and out of school. Teachers may send home a ‘chunk of spellings’ which may last more than one week, to reduce the paper use.*  *We will be asking for indoor shoes (plimsolls) to be brought in. Please make sure children can tie up their own outdoor shoes*  *Hard lunchboxes or throw away wrapping only (Hard lunch boxes will need to be washed each evening)*  *Staff reminded about symptoms and government guidelines to self-isolate. Clear process for entry - Staff have a thermometer to check temperature - if above 37.8 inform SLT and go home to self-isolate and asked to be tested - All staff to wash hands on entry/sanitise using the automatic pumps*  *Staggered start process for entry and exit*   |  |  |  | | --- | --- | --- | | *Year group* | *Start time* | *Finish time* | | *F* | *8.40am* | *3.00pm* | | *1* | *8.40am* | *3.00pm* | | *2* | *8.50am* | *3.10pm* | | *3* | *8.50am* | *3.10pm* | | *4* | *8.50am* | *3.10pm* | | *5* | *8.40am* | *3.00pm* | | *6* | *8.40am* | *3.00pm* |   *Children to line up using intervals paint markings. Marked on the pavement with spray paint*  *Pupils to sanitise/wash hands & parent to leave quickly*  *1 parent to pick up/ collect (if possible)*  *Parents arrive to drop off children only 2 minutes before stated start time; same for pick up*  *Parents will be asked to leave the site if not following social distancing guidelines.*  *Exit points same as entry points - Parent on school site asked to socially distance and leave premises promptly*  *Staff will monitor playground*  *One child allowed to the toilet at any one time, toilets are separate for each small group.*  *Limiting contact: Each class to have their own toilet, 1 child to use toilets at once. Children to be supervised/reminded to wash hands - Protocol for toilet use: anti bac before use; wash hands after - Toilet blocks to be cleaned after each day Playground and field to be zoned and rota to be put I place. Lunch to be eaten in classrooms Same lunch staff with the same class.*  Break and lunch times:   |  |  | | --- | --- | | Year group | Break time and Lunchtime | | F | Own class break time, 11.55am in hall for lunch, 12.30 out in Foundation area | | 1 and 2 | 10.40am-11am –Year 1 and 2 on KS1 playground or field close to camel. Field should be first choice if not too muddy. Year 1 and 2 staff to rota.  Year 1 eat in hall at 12.00 –away from F class, then out to play at 12.30pm.  Year 2 to eat in classroom at 12.00pm and out to play at 12.30pm.  Separate play equipment for Year 1 and 2 kept in storage boxes. Alternate weeks on KS1 climbing frame. | | 3 and 4 | Year 3 and 4 to have playtime at 10.20-10.40am.  Year 3 and 4 eat in own classes for lunch then out on field from 12.30pm | | 5 and 6 | Year 5 and 6 to have playtime at 10.40-11am, each Year group has own play equipment.  Year 5 and 6 out for a lunch play at 12pm, eat in classrooms at 12.30pm |   Year 1 and 2, 3 and 4, 5 and 6 will form their own ‘super group’ and may share the same play area outside only. | | |
| Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible. |  | *M* | *Letter to parents sent on 21/05/2020* | *Sent* | *L* |
| Approach to avoiding children and young people entering school congregating and breaching social distancing is in place. |  | *H* | *On arrival, children will wash hands and organise their belongings, sit at their named table and wait for rest of class to arrive/class to begin. (work and holding packs will be available in trays under tables)*  *2 staff with each group to ensure behaviour remains excellent and follows safe hygiene guidelines.* | *Full return guidance and link to this risk assessment sent on 29th Aug 2020* | *L* |
| Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches. | *Possible transmission of Covid 19 due to high risk children/ children with SEND* |  | *Handwashing and cleaning (if needed)*  *Conversations with parents*  *Risks assessments and individualised approach in place for students who might struggle to follow expectations* | *Individual risk assessment completed* | *M/H* |
| 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. |  |  | *Rota in place for all climbing equipment.*  *PE equipment to be kept in classrooms for the term.*  *Playtime year group resources kept separate in outdoor storage sheds.* | *1/09/2020* | *L* |
| **Catering** | Arrangements in place to provide food to pupils on site, including the requirement of universal free school meals. | *The school kitchen has been closed since March 2020. Checks to be carried out.*  <https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19> | *M*  *H* | *Picnic lunches offered in September so easy to carry to classrooms*  *Re-open kitchen to provide hot or cold meals for children.* | *1/09/2020*  *Menu back to full menu in October 2020?* | *L*  *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. |  |  | See above |  | *M/L* |
| **PPE** | PPE requirements understood and appropriate supplies in place.  Long-term approach to obtaining adequate PPE supplies in place. | *PPE runs out* | *M* | *Re-order from County supplies when needed* | *When needed* | *L* |
| **Response to suspected/ confirmed case of COVID19 in school** | Approach to confirmed COVID19 cases in place: during school day   * 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 | *Follow schools government guidance*  <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>  *Suspected child or adult should be isolated away from other children and staff. A child suspected of having Covid 19 should be brought to the front entrance of the school and sat away from the staff member waiting with them. If the staff member needs to be closer for any reason, they should wear full PPE.*  *The child should use a separate toilet to other pupils and staff and this should be cleaned immediately after use.*  *Parents are expected to pick their child up immediately, no longer than 1-hour wait time.*  Teachers will prepare a contingency plan and provide a ‘light touch’ education for children who are isolating or have Covd 19 confirmed. This will include a mix of offline and online resources, or setting topic work for the duration of their time away from school. | | | | |
| Approach to confirmed COVID19 cases in place: inside of school hours   * Approach to relocating pupils away from certain parts of the school to clean, if possible * Cleaning procedure in place * Arrangements for informing parent community in place |
| Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place. | *Children and parents may feel anxious on return* | *H* | *Address safeguarding issues and support families and children through ELSA, Early help assessments and child protection strategies.* | *Ongoing through summer holidays and into Sept 2020* | *M* |
| Consideration of the impact of COVID19 on families and whether any additional support may be required:   * Financial * Increased FSM eligibility * Referrals to social care and other support * PPG/ vulnerable groups |  |  | *Financial support offered to PP families*  *Wantage a grove food parcels to reach 7 families over the summer, nominated by Head Teacher and home school link worker.* |  | *M* |
| ***Breakfast club and after school clubs*** | Limit attendance at breakfast club to key worker and working families  Vulnerable children also given priority | *Max 25 chn* | *H* | *Year groups will sit together in bubbles during breakfast club.*  *Staff will remain at least 1-2m distance from children*  *Increased cleaning regime after each breakfast club sitting* | *Sept 2020*  *3rd* | *M* |
| Parents to reapply for breakfast club place  After school care at Camel is available to 30 families, split into two rooms of 15 chn. | *No Tuck shop yet due to multiple year group access.* | *M* | *Children to hand sanitise on arrival, and be seated in year group tables*  *Tables to be cleaned after breakfast club.*  *Children collect own plate, cup, bowl and cutlery* | *Sept 2020* | *L* |
| **Safeguarding** | Individual pupil 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* | *Sept 4th 2020* | *L* |
| Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures. |  |  | *Staff refresher training session on processes, procedures, and the revised wellbeing material.* |
| Updated Child Protection Policy in place. | <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2> |  | *All staff to read new safeguarding part 1 keeping children safe in education document on Inset day - Adopted Temporary COVID19 Child Protection Policy* |
| Work with other agencies has been undertaken to support vulnerable pupils and families. |  |  |  |  |
| Consideration given to the safe use of physical contact in context of managing behaviour. |  |  | *Review individual consistent management plans to ensure they include protective measures.* |  |  |
| **Curriculum / learning environment** | Current learning plans, revised expectations and required adjustments have been considered. |  |  |  |  |  |
| Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?  Each activity should be risk assessed and should not be run unless the risks can be mitigated   * PE * Practical science lessons * DT/ FT | <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>  Singing, wind and brass instrument playing can be undertaken in line with this and other guidance, in particular guidance provided by the DCMS for professionals and non-professionals, available at [working safely during coronavirus (COVID-19): performing arts](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts). |  | *PE sessions to be outside. This may mean teacher will need to be flexible on when PE will take place.*  *Equipment for subjects such as science will be cleaned after use*  *Subjects may be block taught so that resources can remain in one class only.*  *Visitors may come to school to support the curriculum, but outside the classroom* |  |  |
| Whole school approach to adapting curriculum (S/M/L term), including:   * Wellbeing curriculum * recognising ‘non-curriculum’ learning that has been done * capturing pupil achievements/ outcomes |  |  | *staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.* |  |  |
| Student behaviour policy reviewed and amended where necessary in line with the current circumstances. |  |  |  |  |  |
| **Pupils with SEND** | Approach to provision of the elements of the EHCP including health/therapies. | *SEND children will be given additional support in handwashing and understanding routines for reducing risks. TAs will work 1:1 with some children with needs such as Autism to further support expectations and changes in the classroom.* | | |  |  |
| Annual reviews. |  |  |
| Requests for assessment. |  |  |
| **Attendance** | Approach to supporting attendance for prioritised year groups determined. | Now the circumstances have changed, it is vital for all children to return to school to minimise, as far as possible, the longer-term impact of the pandemic on children’s education, wellbeing and wider development. |  | *Monitor if any children are not attending in Sept 2020 due to anxieties around Covid 19 spread.*  *Teachers and home school link worker have been in touch via email with some families over the summer and additional arrangements to support children’s return are in place.* | *August and sept 2020* | *M* |
| Approach to support for parents where rates of persistent absence were high before closure. |  |  |  |  |  |
| **Communication** | Information shared with staff around the re-opening plan, returning to site, amendments to usual working patterns/practices and groups. |  |  | *See website for return to school guidance*  <http://www.stockham.oxon.sch.uk/web/return_to_school_guidance> |  |  |
| Re-opening plans shared with governors. |  |  |  |  |  |
| Communications with parents:   * Plan for partial re-opening * Social distancing plan * Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning |  |  |  |  |  |
| Pupil communications around:   * Changes to timetable * Social distancing arrangements * Staggered start times * Expectations when in school and at home * Travelling to and from school safely |  |  |  |  |  |
| On-going regular communication plans determined to ensure parents are kept well-informed |  |  | *Letters, website updates, social media* |  |  |
| **Governors/ Governance** | Meetings and decisions that need to be taken prioritised. |  |  | *Virtual governing body meetings* |  |  |
| Governors are clear on their role in the planning and re-opening of the school, including support to leaders.  Approach to communication between Leaders and governors is clear and understood. |  |  | *Health and safety governor and Chair of governors meeting with Head Teacher prior to opening.*  *Risk assessment shared and discussed on governor hub August 2020* |  |  |
| Certain aspects of governance are on-hold in order to deal with the immediate situation, these are agreed and clear with all governors and there is a plan for then these will be reviewed and potentially reinstated. |  |  |  |  |  |
| **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. | *End of year trips were cancelled in June and July.* |  | *Look into swimming lessons and whether or not these can restart soon?*  <https://www.swimming.org/swimengland/pool-return-guidance-documents/> |  |  |
| **Finance** | Additional costs incurred due to COVID19 are understood and clearly documented. |  |  |  |  |  |
| 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. |  |  |  |  |  |
| Insurance claims, including visits/trips booked previously. |  |  |  |  |  |
| Reintroduction or re-contracting services, such as:   * Cleaning * IT support * Catering |  |  |  |  |  |
| Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc. |  |  |  |  |  |