



**COVID19: Restricted Access Risk Assessment and Action Plan**

**SCHOOL NAME: Bocking Primary school**

**OWNER: Debbie Tatlow**

**DATE: original assessment date 9<sup>th</sup> July 2020.**



**Amendments made 17<sup>th</sup> July 2020 / 26<sup>th</sup> August 2020 / 24<sup>th</sup> Sept 2020/ 6<sup>th</sup> October 2020 /26<sup>th</sup> October 2020/ 5<sup>th</sup> November 2020 following guidance from DFE in respect of second lockdown measures. 24<sup>th</sup> November 2020 following positive case confirmed in school**

**2<sup>nd</sup> January 2021 in accordance with Gov Contingency framework implementation guidance and action for schools during coronavirus outbreak updated 30/12/2020 , following school closed for majority of pupils.**

**Amendments made 14<sup>th</sup> January 2021 in line with template provided for restricted access**

**Amendments made 17<sup>th</sup> January 2021 in line with ATTAIN RA**

**Risk assessment shared with governors and discussed at FGB 20/7/2020**

**Risk assessment shared with staff and governors : 26<sup>th</sup> October 2020**

**Risk assessment shared with staff and governors: 5<sup>th</sup> November 2020**

**Risk assessment shared with staff and governors: 26<sup>th</sup> Nov with COG / 27<sup>th</sup> Nov with staff and 1<sup>st</sup> Dec with FGB**

**Risk assessment shared with staff and governors 3<sup>rd</sup> January 2021**

**Risk assessment shared with staff and governors 18<sup>th</sup> January 2021**

Update 17<sup>th</sup> January 2021

**Purpose of this document:**

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to respond to restricted attendance at the school during the latest national lockdown period (from January 2021) and ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- CYP Response Plan Jan 2021
- 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'
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**HT = Headteacher**

**SBM = School Business Manager**

**CT = caretaker**

**SLT = Senior leadership team**

**SENCo = Special Educational Needs coordinator**

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Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<b>Engagement in Risk Assessment and Planning</b>	Risk assessment process fully engages staff, governing body and union representatives.					
<b>Preparing Buildings and Facilities</b>	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> <li>• Water treatments</li> <li>• Fire alarm testing</li> <li>• Repairs</li> <li>• Grass cutting</li> <li>• PAT testing</li> <li>• Fridges and freezers</li> <li>• Boiler/ heating servicing</li> <li>• Internet services</li> <li>• Any other statutory inspections</li> <li>• Insurance covers reopening arrangements</li> </ul>	<p>Site has been closed for prolonged period</p> <p>Kitchen has not been in use for an extended period of time</p>	<p>M</p> <p>M</p>	<p>SBM to carry out any required maintenance during the summer break in preparation for our return.</p> <p>HT/SBM/CT to meet w/b 13/7/2020 to discuss what needs doing</p> <p>Cablers (IT) will be offering remote visits on 14/7/2020</p> <p>Visits in person by Cablers, masks is worn at visit</p> <p>Visits from engineers are being made, where possible before 8.30am and after 3:30pm</p>	<p>Back in school therefore services are now in use.</p> <p>Continue with appropriate schedule of maintenance and inspection etc</p>	
	Office spaces re-designed to allow office-based staff to work safely.	Office does not allow for adequate space between staff members	M	<p>Maximum of three members of staff to be in the office at any one time.</p> <p>Increase ventilation</p> <p>Staff to work facing away from each other</p> <p>Use of wipes for cleaning equipment and hand sanitizer available.</p>	Shared with staff on protocol	L

	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.	M	<p>Parents have to use one way system for drop off and collection 2-meter markers are present on floors. Year 1 children to enter via EYFS door EYFS to enter via side gate and classroom door.</p> <p>One way system in place to enter and exit the school. Signage in place.</p> <p>As of 5<sup>th</sup> Nov, parents to be reminded of new lockdown measures and that they are asked to ensure they collect their child and then leave site as quickly as possible. Reminder in newsletter on 6/11/20 about chrn walking home by themselves must be reminded that they need to go straight home and not meet up in the park.</p>	<p>9/7/2020</p> <p>Slight changes made to drop off staggered starts were encouraging waiting and congregating therefore now children can come into school between 8:40 and 8:55am. This is working much more successfully.</p> <p>Reminder in newsletter to parents re social distancing and caretaker on duty at the end of day to ensure people leave site using the one way system.</p>	L
	Consideration given to premises lettings and approach in place.	We have decided that there will not be any lettings	M	No lettings until further notice .		L
	Consideration given to the arrangements for any deliveries.		M	Office staff to ask deliveries to be left in the entrance. Where possible we will not sign for any deliveries. Any drivers will be asked to wash their hands	<p>Ongoing from beginning of lockdown</p> <p>Ongoing but all plans working successfully</p>	L

	Consideration given to movement around the school	Our corridors are particularly narrow in some places and social distancing would be difficult	M	<p>Staff and children on their return to be asked to ensure that number of children in the corridor are kept to a minimum. Cloakrooms will not be used to avoid children congregating. Children will not be bringing school bags to school. Coats to go on the back of chairs in classrooms.</p> <p>Staff working in their own bubble within school (i.e. kitchen/office) to ensure that movement around school and into different areas is restricted and only takes place when absolutely necessary. (i.e to use toilet)</p> <p>Movement restricted at times when chrn not leaving the building for example at playtime. To ensure that PPE is worn when moving about school. (mask and or visor).</p>	<p>During first week back and in staff protocol.</p> <p>Ongoing but all plans working successfully</p> <p>Shared with staff before return on 30.11.2020</p> <p>Re-enforced Jan 21. Staff keeping to their allocated bubble. Masks worn for any necessary movement.</p>	L
	Consideration given to the toilet facilities available for staff and children.	<p>All staff and children will be returning to school (3/9/2020) increases risk of cross contamination.</p> <p>Current arrangement of toilets does not allow for one way system and increases risk of cross contamination and does not allow for separate toilets for bubbles.</p>	H	<p>Staff informed to put toilet lid down after use and after EVERY use to clean/wipe the handle, flush, taps, door handles etc</p> <p>Toilets to be cleaned handles etc regularly during day. (at least twice)</p> <p>Urinals in boys to be taped off and not be used.</p> <p>EYFS/Y1 toilets – cubicles to be labelled so that only chrn</p>	<p>From Autumn term (3/9/20)</p> <p>Ongoing but all plans working successfully</p> <p>Jan '21: key worker bubbles to be allocated toilets to used.</p>	M

				<p>from set bubbles use toilet/sink.</p> <p>LSA's to oversee toilets and ensure there are no more than 2 children in the toilets.</p> <p>In main school toilets, each bubble to have an allocated cubicle in girls; in boys bubbles F ad B to share a cubicle and 2/4/5 share another. Sinks to be allocated in same way.</p>	<p>Staff toilet allocation KS 1 and office small toilet KS 2 and kitchen disabled toilet</p>	
	<p>Consideration given to the use of toilets in EYFS area by more than one bubble.</p>	<p>For year 1 children to access the toilets, they will have to enter the EYFS bubble which could cause cross contamination.</p>	<p>M</p>	<p>Put in place a barrier to divide the EYFS bubble from the walk way to the toilets for y1 children.</p> <p>Toilets to be labelled for each bubble.</p> <p>Sinks in EYFS toilet only for EYFS use.</p> <p>Year 1 to use sinks in (shared) middle area.</p>	<p>To be done 2/9/2020</p> <p>Ongoing but all plans working successfully</p>	<p>L</p>
	<p>Consideration has been given to the use of the library and reading at home.</p>	<p>With a large number of children from different bubbles using the library there is a risk of cross contamination. Books moving between school and home have been considered.</p>	<p>M</p>	<p>Timetable use of the library (to change books) for each bubble.</p> <p>Children to wash hands before and after using the library.</p> <p>Reading books from the library are to stay in class and not go home.</p> <p>Home reading is to be completed through a book that stays at home.</p>	<p>From Autumn term 03/09/2020</p> <p>Library timetable in place to allow chrn to access reading books.</p> <p>Decision made following guidance that reading books will be sent home</p>	<p>L</p>

				<p>Teachers to wash hands before and after handling home/school diaries.</p> <p>Sanitising station to be placed in the library.</p> <p>Children to be reminded about limiting the number of books they touch.</p> <p>All children to be accompanied with an adult while in the library.</p> <p>Not to use library monitors.</p>		
	<p>Consideration given to the use of the hall at lunch time.</p>	<p>We are unable to use the hall for all children due to cross contamination of bubbles.</p>	<p>H</p>	<p>Key Stage 1 children to all eat in the hall at the same time, but seated in their bubbles and facing the same way.</p> <p>All food to be delivered to their table to minimise queuing for food.</p> <p>Place settings created before lunch time begins.</p> <p>Not using the salad bar- salad will be in individual bowls.</p> <p>When a child finishes their lunch, they will exit to the playground via the hall fire exit.</p> <p>MDAs have been assigned to each bubble. MDA protocol written to support their role.</p> <p>The menu has been redesigned to include meals where the children will require less assistance.</p>	<p>Lunchtime have so far been successful. All KS 1 and year 6 chrn eating in hall. Plans in place from 28/9/20 to have all children in hall and hot dinners for all from 1<sup>st</sup> Oct</p> <p>With effect from 1/10/20 New menu in place. Y6 chrn eating in their classrooms hot dinners being delivered to them. This has been a success.</p>	



			<p>No hot meals available for KS2 children within the first 4 weeks of term.</p> <p>FSM families to receive free school meal vouchers to enable them to provide a packed lunch.</p> <p>All ks2 children to eat in their classroom/bubble with an assigned MDA.</p> <p><b>Jan 21, two key worker bubbles. Eating in hall at same time KS 1 entry and exit via hall door; KS 2 bubble entry/exit from fire exit door under canopy.</b></p> <p><b>Each bubble assigned their own MDA</b></p> <p>Children to take all of their rubbish home with them instead of using classroom bins.</p> <p>In the case of wet play, any KS1 children finishing their lunch will be required to wait for the class to finish before all returning back to their classroom bubble.</p> <p>During wet play/lunch. Games can not be used, so a film/programme could be played.</p> <p>All lunchtime staff MDAs and kitchen to ensure they wear PPE (aprons, gloves and visor) when in the hall.</p>	<p>MDA protocol emailed end of term</p> <p>Shared with staff before return on 30.11.2020</p> <p>Jan 21 shared lunchtime arrangements with staff.</p>	
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<p><b>Emergency Evacuations</b></p>	<p>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.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<p>Evacuation routes would cause multiple groups/bubbles of people to come into contact. More appropriate alternatives are possible.</p> <p>class teachers and LSA to be aware of any children with reduced mobility and to support evacuation where appropriate.</p>	<p>M</p>	<p>Revised evacuation procedure and share with all staff and children, in the event of any changes to the children in school.</p> <p><b>Priority to evacuate calmly and quickly in the event of an emergency.</b></p> <p>Designated assembly point as per normal evacuation procedure.</p> <p>Fire drills to be held termly. Discussion with class teachers to remind them about children who may have additional mobility needs.</p>	<p>Fire exit routes have been updated 9/7/2020 To be shared with staff w/b 13/7/2020</p> <p>Evacuation schedule shared with staff and new evacuation posters displayed in all relevant areas of the school</p> <p>Jan 12<sup>th</sup> 2021 fire evacuation plan emailed to staff and posters reviewed for the two bubbles currently in school.</p>	<p>L</p>
<p><b>Cleaning and waste disposal</b></p>	<p>Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non healthcare settings guidance</u>.</p>		<p>M</p>	<p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Hand towels and handwash are to be checked and replaced as needed. Office staff to check during the day that all are stocked.</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p>	<p>Ongoing but all plans working successfully</p>	<p>L</p>

				Toilets to be cleaned during day (twice)		
				Staff to ensure that they anti bac wipes/spray when they have used toilet (handles, flush taps etc)		
	Cleaning staff capacity is adequate to enable enhanced cleaning regime.			1 member cleaning staff currently in place plus caretaker. A member of staff will be available during the day to carry out the increase clean during the day. (a member of staff cleans toilets children and adults during day).		
	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  Lidded bins in classrooms  Every classroom to have its own cleaning kits (anti bac wipes, paper towels, aprons etc etc  Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach  Stock check and ordering schedule reviewed and order made. CT and cleaning staff to keep eye	Ongoing but all plans working successfully	L

				on stock and order with SBM as appropriate.		
	Sufficient time is available for the enhanced cleaning regime to take place.	With the increased number of tasks and enhanced cleaning regime needed, need to ensure that adequate time is available	M	Meeting with SBM and CT re the cleaning and time needed to complete it. All staff advised to leave the site as soon after the chrn have left as possible, in order for cleaning to be undertaken.		L
	Waste disposal process in place for potentially contaminated waste.	Waste needs to be disposed of appropriately as per guidance	M	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 but all plans working successfully	LI
	Process in place for safe removal and/or disposal of face masks.	Waste needs to be disposed of appropriately as per guidance	M	Face masks worn by cleaning staff to be disposed of in yellow bags. CT to be responsible for communicating with cleaning staff .  Parents and staff are now encouraged to wear masks when dropping off/collecting children. Any visitors to the school, will be	Ongoing Jan 21 staff wearing masks in school to dispose of blue masks in appropriate bins other wise to take personal masks home.	L

				encouraged to wear a mask if they choose		
<b>Infection prevention and control</b>	<p>Guidance will be followed to create a reduced risk of transmission. (Contingency framework 30/12/20 guidance referred to).</p> <p><b>(*)Close contact means:</b>  <b>Direct contact face to face contact with an infected person for any length of time within 1 metre, including:</b>  <b>Being coughed, face to face conversation or unprotected skin to skin contact.</b>  <b>Proximity contacts – extended close contact (within 1-2 metres for more than 15 mins ) with an infected person.</b>  <b>Travelling in small car with an infected person.</b></p>	If guidance is not followed the risk of transmission increases, impacting on the ability to keep school running and staffing levels etc.	H	<p>Regular handwashing for all those in school. On entry to building each time they enter,(i.e. arrival, playtimes, end of day) before lunchtime.</p> <p>Rooms to be well ventilated</p> <p><b>As we are now in tier 4 restrictions, face masks to be worn when moving around the school and in communal areas.</b>  <b>Face masks should be removed and kept in a plastic bag when not in use. Hands should be washed after touching of mask.</b>  <b>Water fountain not to be used.</b>  <b>Contact situations to be kept to a minimum.</b>  <b>Increase in hygiene procedure during day.</b>  <b>Restricted access Spring term, contact lists/registers and rotas will be kept to support identification of close contacts. (*)</b></p>	ongoing	M
<b>Classrooms</b>	Classrooms have been re/arranged to allow as much space between individuals as practical.	Current class set up do not allow for all children to be facing forwards and away from each other.	M	<p>Class rooms to be set up in rows, all children to face the front.  NB not in EYFS or year 1.</p>	Share this with teachers before the end of term to allow	L

				<p>Jan 21 restricted access. In KS 1 key worker bubble chrn sit in their year groups facing front. KS 2 bubble sitting facing the front.</p>	rooms to be set up for new term.	
	Classroom entry and exit routes have been determined and appropriate signage in place.	Small school site minimal entry and exit routes available.	L	New signage not necessary, current exit routes to be utilised, just different routes to the ones that adults may be used to using.	Teachers know which room they are going to be located in for Sept, therefore are familiar with entry and exit route (see social distancing section)	L
	<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment should be limited to the bubble. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].</p> <p>Non-essential equipment or resources which are not easily washable or wipeable have been removed.</p> <p>Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p>	<p>Inappropriate sized equipment in all classrooms due to re allocation of year groups.</p> <p>Children in EYFS find it difficult to use their own individual resources.</p> <p>Soft toys, cushions and beanbags in some classrooms are not easily washable.</p> <p>No COVID19 information posters currently in place. Limited reminders/ awareness for children.</p>	L	<p>Move furniture as appropriate to new rooms</p> <p>Remove soft furnishings from all classrooms .</p> <p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources .</p> <p>In EYFS, children will not have their own equipment.</p>	<p>Share this info with staff w/b 13/7/2020</p> <p>17/7/2020 all furniture has been move in to appropriate classrooms.</p> <p>Stationary packs ready for us for 3/9/20</p>	L
			L			L

	<p>DEB: NB system to be put in place for rotation of resources that need to be left for 48/72 hours.</p> <p>Resources to be kept to a minimum . Chrn have their own resources (pens etc) to use and own trays with books etc in. IN KS 1 bubble resources have been shared between chrn and they keep these in their individual trays.</p>			<p>But regular cleaning will take place of shared equipment in bubble.</p> <p>Children to have individual stationary pack. (as recommended in August guidance )</p> <p>Laptops/l pads to be wiped after every use</p> <p>Ensure posters are on display in all rooms that have not been used during closure since March</p> <p>Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p>	<p>24/9/20 EYFS for disco dough agreement made that each individual child has their own bag of dough which they use and place back in the bag.</p> <p>Discussion at staff meeting 30/9/2020 re use of resources, shared with staff advice/guidance from CLEAPPS .</p> <p>Where chrn have been asked to bring in for example boxes from home they will be stored for 72hrs before use.</p> <p>If school resources are used, teachers will keep in their room for 72 hrs prior to returning to the cupboard.</p>	
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				<p>e-Bug posters displayed:</p> <ul style="list-style-type: none"> <li>• <a href="#">Horrid hands</a></li> <li>• <a href="#">Super sneezes</a></li> <li>• <a href="#">Hand hygiene</a></li> <li>• <a href="#">Respiratory hygiene</a></li> <li>• <a href="#">Microbe mania</a></li> </ul> <p>These posters are already on display from pre Sept opening</p>		
<b>Staffing</b>	<p>Staffing numbers <b>on site</b> required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.</p> <p>Including at least one of the following:</p> <ul style="list-style-type: none"> <li>• Paediatric First aider (where children under 3yrs)</li> <li>• Designated Safeguarding Lead (DSL)</li> <li>• SENCO</li> <li>• Caretaker/site member</li> <li>• Office staff member</li> </ul>	If staff are unavailable due to self isolation or illness then potential risk for children and others.	H	<p>In the event of self isolation/illness HT will find cover.</p> <p>Staffing currently allows for:</p> <ul style="list-style-type: none"> <li>3 x paed first aid</li> <li>2 x DSL</li> <li>1 x SENCO (PT) DT deputize</li> <li>1 x caretaker</li> <li>2 x FT office staff</li> </ul> <p>In the event of absence of HSLW be called. <b>See safeguarding section</b></p> <p>In the event of a positive case and identifying contact with infected staff member/child, if it is deemed that there are insufficient staff to remain open due to health and safety then the school will revert to remote learning offer.</p> <p><b>In the event of caretaker isolating or positive, HT</b></p>	<p>ongoing</p> <p><b>We have not had any issues with regards to staffing so far. 1 LSA was isolating but we were able to manage and cover her internally.</b></p> <p>Following confirmation on 16.11.20 school was unable to remain open due to insufficient staff to stay open safely. Staff attending school daily are kept to minimum but appropriate for the number of chrn in attendance (KS 1 x 3 adults ; KS 2 x 2 or 3 ) with addition of office staff, first aider, HT and cook</p>	L



				<p>and SBM to undertake locking and unlocking procedures. Cleaning staff to be provided by external company.</p> <p>HT informed of any absences. Staff are aware that they may need to be redeployed/adjust work patterns to meet staffing needs.</p>	1 x MDA 12-1pm (allocate to same bubble each day).	
	Approach to staff absence reporting and recording in place. All staff aware.			<p>Procedure will be as the normal.</p> <p>Staff will be reminded at the beginning of term</p>	Email to staff about ensuring they inform of SI or symptoms (30/12/20)	
	<p>Risk assessments in place for those staff who were previously working from home due to shielding, (clinically vulnerable and/or living with someone in these groups), and appropriate arrangements for mitigating risk are identified.</p> <p>Those individuals who are clinically extremely vulnerable are advised to work from home and not to go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP, and may have been advised to shield in the past. Staff should talk to their employers about how they will be supported, including to work from home where possible, during the period of national restrictions.</p> <p>All other staff should continue to attend work, including those living in a</p>	<p>One teacher was shielding and will return to school, this year group are less likely to socially distance.</p> <p>One LSA has been shielding .</p>	H	<p>Any shielding teacher to be told to keep safe distance as far as possible, on return Not to engage in any personal care for children, call on LSA or HT.</p> <p>Any shielding staff, on return to ensure that child does not touch/sit on lap etc and is reminded of the appropriate protocol.</p> <p>During a national/local lockdown staff classes as clinically extremely vulnerable are advised to work from home, where appropriate, an individual RA will be carried out and</p>	<p>HT to speak with relevant staff when appropriate. Risk assessments carried out for those staff who were shielding. (see COVID file)</p> <p>Jan 2021 – during restricted access no staff are required to shield.</p>	L

	<p><b>household with someone who is clinically extremely vulnerable.</b> DFE 5/11/2020</p> <p>RA carried out, were appropriate, for any staff who are pregnant or high risk i.e. BAME pre-existing medical conditions to consider ability to socially distance.</p>			<p>the individual required to provide medical evidence that they are fit to continue working on site.</p>		
	<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>High sickness levels would lead to difficulties in appropriate staffing levels</p>	M	<p>To assess on regular basis any changes to staff that are necessary.</p> <p>Cover staff would be organised in the event of lack of staff</p> <p>In the event of absence of DSL HSLW can be called. <b>See also safeguarding section</b></p>	ongoing	L
	<p>Approaches for meetings and staff training in place.</p>	<p>Current arrangements do not allow for social distancing.</p>	H	<p>Consideration is being made to where is appropriate to hold the meetings, likely that it will be in the hall or one of our larger rooms (Demountable) so that can we safely distance.</p> <p>LA Advice 5<sup>th</sup> Nov is that meetings can still go ahead, but ensuring same measures are in place</p> <p>In cases where face to face meetings need to take place</p>	<p>Ongoing</p> <p>Autumn term, staff meeting taking place in demountable where teachers can appropriately socially distance.</p> <p>Staff have attended a number of trainings all virtually.</p> <p><b>When any meetings have to take place in school and social distancing</b></p>	L

				<p>(one to one), take into consideration advice is to keep contact to a minimum, but where necessary, ensure social distancing measures and rooms well ventilated etc.</p> <p>Where staff need to attend external training, currently this is being run remotely.</p>	<p><b>guidelines are difficult, staff to wear a mask or visor.</b></p> <p><b>Jan 2021 all meetings and training to take place remotely as we are in lockdown.</b></p>	
	Staffing roles and responsibilities with regards to the <b>continued</b> remote provision alongside in-school provision agreed and communicated.			<p>Remote learning policy is in place for our school.</p> <p>LA advice is that remote learning does not have to be offered to those children who are in school due to parents choosing not to send them in. These children's absence will be dealt with under attendance remit. Welfare checks will be put in place for these children. (HT responsible)</p>		
	<p>Consideration given to the options for redeployment of staff to support the effective working of the school.</p> <p>If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.</p> <p>HR guidance issued 24/8/20 states Flexibility is essential at this time and staff may need to be re-deployed to</p>			<p>On occasions it may be necessary to redeploy staff to a different role. HT to speak with these staff as soon as possible / appropriate. It may also be necessary to alter, in agreement staff hours in order to meet our needs.</p> <p>bubbles of children will be led by a teacher and supported by LSA, unless it</p>	<p>Ongoing DT emailed staff 24/8/2020 asking if any circumstances have changed with regard to return or school, in light of (a) recent quarantine impact (b) other change in circumstance</p>	

	<p>meet needs. Any temporary re-assignment of roles/tasks must be discussed with staff concerned and be within their area of competence.</p>			<p>is necessary to make changes to this. As per HR guidance it may be necessary to ask LSA's to cover classes in the absence of the teacher, but this would be done under guidance from another teacher and a RA.</p> <p>Interventions and 1:1 time will be kept to a minimum and is considered carefully.</p> <p>Change over of adults will be kept to a minimum. If other adults are needed within a bubble then this is to be done over a day/half day</p> <p>Where HT visiting classes for lesson visit, use of hand sanitizer and reducing number of other bubbles then visited. Social distancing guidelines adhered to. Stand to side of the classrooms</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>	<p>We recognise that following the time away from school and in relation to the virus, people may have experienced bereavement and have anxieties about the return; without support the return to school may be difficult for some staff.</p>	<p>M</p>	<p>Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service  <a href="https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx">https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx</a></p>	<p>Ongoing</p> <p>4/11/202 discussion at staff meeting  Link shared to NHS well being 5 a day project</p>	<p>L</p>

				<p>Links to support to be shared with staff regularly. Staff encourage to speak to member of the SLT if they have concerns.</p> <p><b>MindEd COVID 19 staff resilience hub can be accessed by all staff.</b></p> <p>RA to be carried out for any staff member who is anxious about return- staff to inform HT.</p> <p>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements</p>	<p>Jan 21 further links shared with staff for well being support in daily update.</p>	
	<p>Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.</p> <p>Process in place for use of the limited number of self-testing kits.</p> <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p>			<p>Protocol to be drawn up for outlining how this will be managed and shared with staff.</p> <p>Awaiting guidance from DFE with regards to testing kits being supplied to school.</p>	<p>Protocol has been issued to staff</p>	
	<p>The approach for inducting new starters has been reviewed and updated in line with current situation.</p>			<p>Two new members of staff starting in Sept. They will both be in the week before</p>	<p>Staff meeting held 15/7/2020 both new staff were present.</p>	

				<p>the summer break and will be given all information that everyone has and will take part in staff meeting w/b 13/7/2020</p> <p><b>Two new staff starting Jan 2021. They are previous teachers so aware of mot procedures. HT to ensure RA is shared with them (and all staff) pre to 4/1/21. HT to carry out induction process w/b 4/1/21 with new staff.</b></p>	<p>LP and cc have carried out induction session with them</p>	
	Return to school procedures are clear for all staff.			Protocol for staff return with relevant info shared within it.	Shared with staff w/b 13/7/2020	
	Any staff contracts that need to be issued, extended or amended considering the current situation have been.			HT and SBM will manage as required.		
	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.			HT and SBM will manage as required.		
	<p>Arrangements in place for any visitors/contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>	Visitors/contractors to school increase the risk of the spread of the virus.		<p>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</p> <p>Visitors to school not to be encouraged.</p> <p>Any necessary visitors (i.e. school nurse etc) will be required to sanitize their hands on arrival and follow</p>	Ongoing but all plans working successfully	

				<p>the one way system. They will be required to leave their details at the office. If working with children they will endeavour to keep social distancing. All visitors to school to leave their details at the office to support track and trace.</p> <p>As of 5<sup>th</sup> Nov, any visitors will be asked to wear a mask in school if they are able to. They will also be reminded to ensure they keep to social distancing guidelines.</p>		
	<p>Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors. Protocols and expectations shared.</p>			<p>Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.</p> <p><b>SCS sports coaches due to start in school Jan 21. When they start HT to carry out induction and share RA with them.</b></p>	<p>Currently no externally employed adults visiting school.</p>	
	<p>Arrangements in place for sports staff to ensure safe PE practice.</p> <p>5<sup>th</sup> Nov guidance for PE <b>Pupils should be kept in consistent groups and sports equipment thoroughly</b></p>	<p>If children change into PE kits in classrooms this will cause possible cross contamination and some children may require help to change for PE</p>	H	<p>PE lessons planned so that there is minimal contact between sports LSA and children and mixing of bubbles. Sports staff to ensure that they wash hands between</p>	<p>From Autumn term</p> <p>Ongoing but all plans working successfully</p>	M

	<p><b>cleaned between each use by different individual groups.</b> Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible), distancing between pupils and paying <b>scrupulous attention to cleaning and hygiene.</b> This is particularly important in a sports setting because of the way in which people breathe during exercise</p> <p>Activities such as active miles, making break times and lessons active and encouraging active travel help to enable pupils to be physically active while encouraging physical distancing.</p>			<p>every different group of children Coaches to ensure they keeps distance when teaching. Sports staff to plan lessons that do not require equipment if possible. If not possible, equipment needs to be sanitised thoroughly between uses. On PE days children to arrive in school in PE kit. No changing.</p>	<p><b>Protocols to remain the same. DT to share w/b 4/1/21</b></p> <p><b>Due to restricted access of school, sports coaches have not attended. This will be carried out as appropriate.</b></p>	
<b>Group Sizes</b>	<p>Eligible chrn have been determined in accordance with the principle of social distancing guidelines. Consistent group that can remain separate to others.</p> <p>All children are included in distinct groups/ 'bubbles' that do not mix and the number of children in each bubble is as small as possible.</p>		M	<p>Bubble set at the size of two classes/ year group. <b>Jan 21 return for key workers. Two key worker bubbles have been organised with a max of 15 chrn in each bubble.</b> Each bubble allocated their own toilets to use. Separate parts of playground being used. No mixing of the two bubbles.</p>	<p>Ongoing but all plans working successfully</p>	



	Staffing allocations to groups determined, <b>minimising contact with multiple groups as much as possible.</b>		M	<p>Where class LSA have a MDA role, they will be assigned to their own class to reduce the contact with others.</p> <p>Playtime duty to be covered by bubble staff.</p> <p><b>Jan 21 return to key worker bubbles. Staff have been placed on rota system to reduce number of staff in school. Staff working consecutive days, where as far as possible within the key stage they would normally work. Staff allocated to specific bubbles and no cross mixing of staff in different bubbles.</b></p>	Shared with relevant staff prior to reopening	L
<b>Social Distancing</b>	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> <li>• Staggered school drop off/pick up times and locations (if possible) without reducing teaching time</li> <li>• Staggered or limited amounts of moving around the school/ corridors</li> <li>• Classroom design</li> <li>• Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches</li> <li>• Toilet arrangements</li> </ul>	Our school building, does not allow for social distancing on corridors easily.		<p>Start and end of day times have been staggered. Staggered playtimes and lunchtimes put in place. Timetable to be shared with staff.</p> <p>One way system in place in corridor Organise the school into zones per bubble, to reduce movement and interaction between bubbles in corridors and communal spaces.</p>	<p>Timetable to be shared with staff. 15/7/2020</p> <p>Staggered times and arrangements for the school day shared with parents 17/7/20</p> <p>Staggered start of day has been changed children are arriving between set times which has avoided parents congregating</p>	

				Jan 21 return to key worker bubbles. Staff have been placed on rota system to reduce number of staff in school. Staff allocated to specific bubbles and no cross mixing of staff in different bubbles.		
	<p><b>Guidance will be followed to create a reduced risk of transmission. (Contingency framework 30/12/20 guidance referred to).</b></p>	<p>If guidance is not followed the risk of transmission increases, impacting on the ability to keep school running and staffing levels etc.</p>		<p>Ideally adults should maintain 2m distancing from each other and from children. Where this is not possible, avoiding close face to face contact and minimising time spent within 1m of each other.</p>		
	<p>Approach to avoiding children entering school congregating and breaching social distancing is in place.</p>			<p>On arrival, children to go straight to their classroom and sit at named table and wait for rest of class to arrive/class to begin.</p>		
	<p>Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.</p>			<p>Handwashing and cleaning  <b>Children to be reminded of new rules and the importance of doing so.</b></p> <p>Risks assessments and individualised approach in place for students who might struggle to follow expectations  Amendments to be made to behaviour policy as required</p>	<p>In prep for return</p>	

	Approach to assemblies – if still occurring, plan in place to manage social distancing.	Currently assemblies are cancelled. Bringing all children together for assembly would breach the bubble arrangements.	M	Assemblies are within year group bubbles. <b>No whole school assemblies taking place</b>		
	Social distancing plans communicated with parents, including approach to breaches.			Conversations with parents at the time of breach. Communicate with parents prior to reopening. Behaviour policy to be updated to reflect breaches of social distancing. <b>Regular reminders with children about distancing.</b>	Before the end of term.	
	Arrangements in place for the use of the playground, including equipment.	No playtime equipment to be used as there is insufficient equipment for all and time to clean between use. Shared equipment could cause cross contamination.	H	Non negotiables shared with staff before the term ends and with MDAs in September	<b>Shared with staff 15/7/2020 in paper and electronically</b>  <b>Regular reminders being put in newsletters as children are using equipment after school. Latest reminder (23/10/20) suggested that if it continues then another option will be considered.</b> <b>6/11/20 reminder in newsletter following second lockdown to ensure leave site as quickly as possible.</b>	
	PPA	Currently, teachers may plan together or at the same time as someone else.	M	When on PPA teachers to be responsible for ensuring social distancing. If teachers are on their PPA,		L

				<p>they should not be mixing with other bubbles.</p> <p><b>Following guidance for social distancing and ensuring that maintain at least 2m distancing. If working alongside another person, ensure a mask is worn.</b></p>	
	staffroom	<p>When at capacity our current staffroom does not allow for social distancing.</p>	M	<p>Staff to be informed that they need to be mindful of social distancing in the staffroom.</p> <p>Lunch times have been staggered to allow for fewer staff in the staffroom at any one time.</p> <p>Jan 21 – each key stage bubble has been allocated a staff room with maximum numbers of staff</p>	<p>Social distancing is very difficult in the current staffroom , with effect from 9/11/20 we will introduce a second staff room (Caterpillar room) to enable staff to socially distance but also be able to have contact with others.</p> <p>Reminder for all staff in prep for return on 30.11.2020 that they must adhere to social distancing guidelines. Maximum capacity of main staff room is 6. Maximum capacity of Caterpillar staffroom is 5.</p> <p><b>3/1/21 email sent to staff following gov feedback to suggest that KS 1 staff use main staffroom and KS 2 staff use caterpillar staffroom during the first two</b></p>

					<b>week closure. Reminder also of max capacity of both staffrooms. To continue until half term</b>	
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<b>Catering</b>	<p>Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.</p>	<p>School kitchen has been closed.</p>	<p>M</p>	<p>Liaise with catering team.            Deep clean to be carried out prior to re-opening.            Catering team to ensure that one person works in kitchen area and one in wet area/ if need to both be in the kitchen area, ensure that each staff member works at a different end of the work space.</p> <p>Re-open kitchen to provide hot meals for children.            Universal hot meals for KS 1 to begin with then to increase over time as we assess how lunchtimes can be managed.</p> <p>In the event of kitchen needing to close due to self-isolation etc, contact to be made with LA catering team (CL) for advice about which local schools could support cover arrangements. If kitchen needs to close then provision for FSM children would need to be packed lunches again that are supplied from local school</p>	<p>From first day of term</p> <p>Following closure on 16/11/2020 kitchen had a professional deep clean</p>	<p>L</p>
	<p>FSM to be provided for those chrn who are not attending school, due to self isolation, symptoms or positive test themselves, close contact of positive case or not attending due to local restrictions advised by gov.            Use Wonde to purchase food vouchers. SBM to be responsible for oversight of this.            See <a href="https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools">https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools</a> for further guidance</p>					

	<p>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.</p>			<p>Staggered times have been planned for lunchtimes.  <b>Year 6 children eating dinners in their classrooms. Cook to take food to the classroom on trolley and collect when finished.</b>  <b>All other year groups eating in the hall.</b>  <b>MDA to take hot dinners to the children.</b></p> <p>With effect from 30.11.2020, food will be placed onto individual year grp trolley's that MDA's will then take to the children, to ensure minimal face to face contact.  <b>3/1/21 first two weeks of Spring term 21, the two key worker bubbles to eat in the hall. KS 1 bubble to enter hall form main hall door on left hand side of hall. KS 2 bubble to enter and exit via fire exit on far right of hall under canopy. Shared in email to staff on 3/1/21</b></p>		
	<p>Social distancing plans in place within kitchen area and for catering team.</p>	<p>School kitchen does not allow for social distancing to take place easily.</p>	<p>M</p>	<p>The size of the kitchen does not allow for social distancing.  Where possible, catering team need to be working in</p>	<p>Shared with staff prior to return on 30/11/2020</p>	

	Any parcels / deliveries to be distributed in line with social distancing guidelines.			the two different areas of the kitchen (wet area/food prep area) Kitchen team to ensure they wear PPE (apron, gloves, mask and visor) at all times when in their kitchen bubble.		
	Staffing allocations to their home bubble (Kitchen) is determined, minimising contact with multiple groups as much as possible			If catering team need to get a message to the office and vice versa this is communicated via telephone.  If and when catering staff need to leave their kitchen bubble, to ensure movement is restricted unless absolutely necessary (use of toilet) and to ensure movements at time when corridors etc are not being used by others.  If staff leave the kitchen bubble, they ensure a mask is worn for movement around school and that a new apron is put on as soon as they return to the kitchen.		
	Arrangements of the continued provision of FSM for children who are not attending school. <i>Arrangements will be reviewed in light of new guidance from Dfe to ensure continued provision for those chrn not</i>			SBM responsible for ordering and distribution.	Ongoing and following guidance as it arrives from DFE and trust.	



	<i>attending school in the event of a National lockdown.</i>					
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<p style="text-align: center;"><b>PPE</b></p>	<p>PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.</p>			<p>SBM and CT to ensure appropriate stocks of PPE in place. If a child or member of staff becomes unwell then PPE must be worn. Cleaning staff to wear PPE when cleaning at end of day</p> <p>As per email on 13/11/20 staff working between bubbles during the day and MDAs and kitchen staff, visors to be worn. (see also catering section)</p> <p><b>Staff to wear face masks when moving around school and in communal areas.</b></p>		
<p style="text-align: center;"><b>Response to suspected/ confirmed case of COVID19 in school</b></p>	<p>Approach to confirmed COVID19 cases in place: during school day <i>with cohort of children attending on site only.</i></p> <ul style="list-style-type: none"> <li>• Which staff member/s should be informed/ take action</li> <li>• Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated</li> <li>• Cleaning procedure in place</li> <li>• Arrangements for informing parent community in place</li> </ul>	<p>If case of COVID is confirmed in school day, then other chrn and staff are at risk and protocol needs to be followed. Protocol to include all bullet points</p>	<p style="text-align: center;">H</p>	<p>Protocol for COVID case to be written communicated with staff and parents By end of term</p> <p>PPE to be worn</p> <p>Cleaning schedule to be drawn up between appropriate staff.</p> <p>Following the gov. guidelines for cleaning of non health establishments .</p> <p>A child with symptoms in school, will be isolated in</p>	<p><b>By end of term</b></p> <p><b>LA and PHE advice being followed. HT and SBM receive updates for protocol. Latest version sent w/b/ 19<sup>th</sup> October 2020 Follow guidance from DFE and LA. Latest available 5/11/20 Following positive case on 16/11/2020 protocol was followed.</b></p>	<p style="text-align: center;">M</p>

				HT's office and guidance followed.	<b>2/1/21 no-one to attend school if they have symptoms or are self isolating. Reminder in letter to parent 30/12/20 and email to staff 1/1/21 Protocol to follow for case on wall in HT office.</b>	
<p>Where staff has symptoms:  Immediate isolation for 10 days  Contact SLT  All staff to be aware of their responsibilities should their family display symptoms  Staff to be tested for COVID ASAP  Area where staff member has been will be cleaned and disinfected  All who have assisted wash hands for 20 secs afterwards  Staff concerned should seek immediate testing  Staff and pupils do not need to isolate unless they develop symptoms/ They subsequently tests positive/ have been requested to by Test and trace.</p>						
	<p>Approach to confirmed COVID19 cases in place: outside of school hours within cohort of chrn who are learning on site only</p> <ul style="list-style-type: none"> <li>• Approach to relocating CYP away from certain parts of the school to clean, if possible</li> <li>• Cleaning procedure in place</li> <li>• Arrangements for informing parent community in place</li> </ul>			<p>As per the guidance issued 8/8/2020  The individual must not come to school and you should inform the parents of the rest of the bubble so they can be vigilant around any symptoms developing.</p> <p>If the individual arrives at school, they should be sent home immediately.</p> <p>Protocol shared with staff and parents</p>	<p>LA and PHE advice being followed.  HT and SBM receive updates for protocol. Latest version sent w/b/ 19<sup>th</sup> October 2020</p> <p><b>Follow guidance from DFE and LA. Latest available 5/11/20</b></p> <p><b>Following positive case on 16/11/2020 protocol was followed.</b></p>	

					<b>Follow guidance to inform appropriate organisations (PHE etc) and chrn and staff from the same bubble.</b>	
	<p>Process in place to engage with the Test and Trace and contract tracing process.</p> <p>Refer to ECC and public health guidance for more information.</p>	<p>To enable appropriate guidance to be followed in the event of a case of COVID, we need to be aware of who has visited the school.</p>		<p>Refer to ECC and public health guidance for more information.</p> <p><b>Section 7:</b>  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>.</p> <p>Visitors to school, will be asked to leave their details at the office to support track and trace.</p>	<p><b>Follow guidance from DFE and LA. Latest available 5/11/20</b></p> <p><b>Referring to guidance on staff member being notified of needing to isolate via the app.</b></p> <p>Track and trace were engaged on 16/11/20 and guidance followed.</p>	
	<p>Process in place if local outbreak of COVID is identified.</p>	<p>To enable appropriate guidance to be followed in the event of a local outbreak</p>		<p>As per LA guidance on re-opening: If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The DfE will be involved in decisions at a local and national level affecting a geographical area and will support appropriate authorities and individual settings to follow the health advice</p>	<p>LA and PHE advice being followed.</p> <p>HT and SBM receive updates for protocol. Latest version sent w/b/ 19<sup>th</sup> October 2020</p> <p><b>Follow guidance from DFE and LA. Latest available 5/11/20</b></p> <p><b>4/1/2021</b></p> <p><b>government have identified high number of cases in Braintree therefore school has been asked to revert to</b></p>	

					remote learning offer, except for key worker chrn and vulnerable.	
<b>Note regarding positive case confirmation.</b>	<p>Until a positive case is confirmed, the protocols and procedures are recorded but we need to recognise that until they are followed decision making may change. Guidance will be gained from the agencies and then the school leaders have to make a decision based on their judgement of the guidance they have been given. Time will be needed to reflect on the guidance and make informed decisions.</p>					
<p><b>CONFIRMED CASE</b>          THOSE WHO TEST POSTIVE TO SELF ISOLATE FOR 10 DAYS FROM THE ONSET OF THEIR SYMPTOMS OR UNTIL THEY DO NOT HAVE SYMPTOMS (OTHER THEN A COUGH OR LOSS OF SMELL/TASTE)          NOTIFY DFE AND LA OF CONFIRMED CASE          DEEP CLEAN CORE AREAS          INFORM STAFF          CORE REMINDERS OF HYGEINE          CONTACT PARENT – GENERAL INFO ABOUT SICKNESS AND NEXT STEPS          CLOSE BUBBLE          REST OF CLASS SENT HOME FOR 10 DAYS ISOLATION          PARENTS AND CHILDREN IN CLASS TO BE ADVISED TO GET TESTED IF THEY START TO DISPLAY SYMPTOMS          PARENTS AND STAFF TO INFORM SCHOOL AS SOON AS THEY RECEIVE RESULTS          ANYONE WITH CLOSE CONTACT TO THE CONFIRMED CASE MUST ISOLATE FOR 10 DAYS INCLUDING SIBLINGS AT OTHER SCHOOLS          STAFF SEEK IMMEDIATE TESTING- IF POSITIVE, AND WORK WITH INDIVIDUAL ISOLATE FOR 10 DAYS.          BUBBLE CLOSED FOR 10 DAYS          ON LINE LEARNING FOR THIS WHO ARE ISOLATING          LIAISE WITH LA AND PHE - TEST AND TRACE          WORK WITH DFE ADVISOR AND LOCAL HPT TO DETERMINE ACTIONS REQUIRED</p> <p><b>CONTACTS:</b>          DFE 0800 0468687 (8 TO 6 MON TO FRI AND 10-4 SAT AND SUN)          ESSEX CONTACT TRACING 0300 303 2698 8-8PM MON TO FRI ; 10-4 SAT AND SUN          LOCAL HPT 0300 303 8537 OPT 1 EOE.CRC@PHE.GOV.UK</p>						

If an individual has tested positive for COVID19 they should not take part in the regular asymptomatic testing for 90 days. This includes the use of lateral flow tests currently offered to staff in secondary schools and colleges and those soon to be in place in primary schools. It also includes testing via the community testing sites for those with no symptoms.

If the individual displays new COVID19 symptoms, they must self-isolate with their household and be tested with a PCR test. This is the same no matter what the person's history is of previous covid-19 test or vaccination. It is possible to get COVID19 more than once.

Although the PCR test can remain positive for many weeks after infectiousness is over, this is only in the minority of individuals. With symptoms and a positive test it is likely that this is reinfection and must be treated as such.

<p><b>Pupil Re-orientation</b></p> <p><b>back into school after a period of closure/ being at home</b></p>						
	Approach and expectations around school uniform determined and communicated with parents.			Uniform expectations to be shared in end of term parent letter	By end of Summer term Completed 15/7/2020	
	Changes to the school day/timetables shared with parents.			shared in end of term parent letter	Timetable to be shared with staff. Completed 15/7/2020	
	All students instructed to bring a water bottle each day.			shared in end of term parent letter	Completed 15/7/2020 Reminder about water bottles was in newsletter 23 <sup>rd</sup> OCT 2020	
	<p>Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.</p> <p>This includes bringing together pupils who have remained in school during closure and those at home and celebrating non-academic</p>			<p>Children have been invited in to meet their new teacher w/b 13/7/2020</p> <p>Timetable drawn up that allocates more time to be given to circle time/ mindfulness / PSHCE etc</p>	<p>Children have met with their new teachers; this was well attended across all year groups</p>	

	achievements of pupils whilst at home/ during school closure.					
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.				Well being mentor working with identified children. LSA training for supporting the well mental health and well to take place after half term, 24/11/20 email parents HT re well being support and signposting	
	Consideration of the impact of COVID19 on families and whether any additional support may be required: <ul style="list-style-type: none"> <li>• Financial</li> <li>• Increased FSM eligibility</li> <li>• Referrals to social care and other support</li> <li>• PPG/ vulnerable groups</li> </ul>			HT and SBM to monitor families/ chrn on return to identify if any need further support. To ask in newsletter if anyone has had a change in circumstances let us know.		
<b>Remote Education Plan</b>	All students have access to technology and remote learning offer is available to be switched on as a contingency when needed.	Bubble needs to self-isolate because of a positive case of COVID19.		Remote learning contingency available and ready to be 'switched-on' when needed. <b>Remote learning has been shared with staff and parents.</b> <b>In 'closure' w/b 16.11.2020 remote learning offer was made ; paper based packs provided for some children.</b> <b>GB produced survey for parents to gather views</b>	Plan for children in self isolation agreed at staff meeting . Use of J2e to upload work. Where chrn cannot access online, paper copies will be organised. Plan in place. To be reviewed w/b 9 <sup>th</sup> November. See also guidance on those chrn who are not in school because parent have chosen	

				<p>about remote learning. (w/b 30.11.20)</p> <p>Online platform to be used in the event of self isolation/lockdown</p> <p>Remote learning provision communicated to parents on website</p>	<p>to keep them at home.</p> <p>On return on 4/1/21 HT and SBM to determine which chrn would benefit from the I pads provided by the gov for disadvantaged chrn.</p> <p>15/1/21 letter sent to parents about remote learning and report uploaded on website.</p>	
	Blended approach between physical and remote learning developed including support for chrn who are shielding.					
	Intelligence around numbers of chrn of critical workers intending to take up provision is known.			SBM to email parents to collate number s needing provision and when on a two weekly cycle. If required, we will ask parents for ID /proof of critical worker status. Reminder to parents that if they are working from home this is safest place for chrn.	Ongoing on two weekly cycle	
	Technology support in place. DFE laptop ordered			School has receive 9 ipads as per DFE allocation. HT and SBM have idientied those chrn who would benefit from the devices and make contact with parents to offer device. Distribution of these has	From 11 <sup>th</sup> Jan 21	



				<p>been planned and an agreement from ATTAIN being used .</p> <p>Procedures for keeping children safe online Use of online platform monitored and online safety concerns dealt with .</p>		
<p><b>Transition into new year group</b></p> <p><b>What will need to be different this year because of COVID19?</b></p>	<p>Online/ website support for families and young people around transition.</p>					
	<p>Plan for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face:</p> <ul style="list-style-type: none"> <li>• EY to Primary</li> <li>• Vulnerable children</li> <li>• Children with SEND</li> <li>• Physical and sensory needs, including adaptations, equipment etc (lead in times)</li> </ul>			<p>Teachers to have handover time during last week of term (w/b 13/7/20). Handover sheets will outline info re groups of chrn Gap analysis to be shared at this time too</p>	<p>By end of Summer term Completed</p> <p>Chrn with SEND that may find the transition back to school difficult have had a transition plan put in place and shared with parents and teachers.</p> <p>Consideration being given to how to manage session for 2021 starters. Essex guidance recommends that we do not invite people into school.</p>	
<p><b>Safeguarding</b></p>	<p>Consideration given to any CYP who may need support with their return to school and consultation has been</p>	<p>CYP previously deemed to be safer at home and family maybe anxious about returning to school.</p>	<p>M</p>	<p>Review the CYP's risk assessment to identify any support or arrangements</p>	<p>DSL attended core group during summer holidays and has had</p>	

	<p>undertaken with the family and other agencies involved.</p> <p>Consideration given to identifying pupils who should be prioritised for onsite provision due to their vulnerabilities.</p>			<p>needed for their return to school.</p>	<p>regular contact with social workers. HT identified the chrn who are vulnerable. Contact made with families and those chosen to attend are. For those who decided not to attend, where appropriate contact has been made with SW.</p>	
	<p>Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.</p>	<p>Currently there will be uncertainty around the possible difficulties chrn may have on their return to school. This is unknown until, teachers are able to assess and have spent time with them</p>		<p>Staff refresher training session on processes and procedures and the revised wellbeing material.</p>	<p>Well being links and ideas to support children are being regularly shared with staff. 5/11/20 you tube 21 days of mindfulness video clips being used with each class. Teachers allowing/giving time for chrn to talk about the second lockdown taking place. <b>Email to staff 2/1/21 to remind staff that if they have any concerns around any of the chrn during this period to inform HT.</b></p>	
	<p>Updated Child Protection Policy in place.</p> <p>January 2021 from ATTAIN</p>			<p>Adopted most recent Child Protection Policy</p>	<p>Autumn term 2020 to be reviewed by LA</p>	

				<p><b>To adopt the trust CP policy ASAP.</b>  <b>Ensure policy is available on the website.</b>  <b>Share policy with staff</b></p>	<p>Shared with all staff as part of training and safeguarding pack  Amendment made to CP policy w/b19th Oct. Agreed by COG and shared with all staff. Amendment made in relation to remote learning.</p>	
	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP to return to school.			<p><b>HT to be responsible for liaising with agencies where appropriate in these circumstances.</b></p>	<p>Ongoing</p> <p>9<sup>th</sup> Jan 21 HT made contact with relevant social workers.</p>	
<b>Safeguarding</b>	<p><b>Contingency framework 30/12/20 guidance referred to-</b></p>	<p>There is an expectation that schools will have trained DSL or deputy available on site. However it is recognised that for some schools there may be operational challenges to this. In such cases consider</p> <ul style="list-style-type: none"> <li>a) A trained DSL from school being available via phone/video if working from home</li> <li>b) Sharing a DSL with other schools.</li> </ul>		<p>DSL and DDSL in place as designated leads.  In the event that either of them not in school, both available by phone/video.</p> <p>HSLW also level 3 trained and is contactable via phone.</p> <p>If DSL or DDSL both not on site, a member of SLT to take responsibility for coordinating safeguarding on site.</p>		

	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.			Review individual consistent management plans to ensure they include protective measures.	ASAP- prior to reopening if possible other wise early Autumn term.	
<b>Curriculum / learning environment</b>	Current learning plans, revised expectations and required adjustments have been considered.			LA guidance states that we must do everything possible to minimise contact and mixing children while delivering the curriculum. Discussion with staff w/b 13/7/20	Regular ongoing discussion between staff with regards to what they can do in curriculum/learning,	
	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: <ul style="list-style-type: none"> <li>• PE – including no contact sport</li> <li>• Practical science lessons</li> <li>• DT</li> </ul>			Discussion with staff w/b 13/7/20.	staff meeting taken place 15/7/2020  As the term has progressed teachers have wanted to use activities where for example food or other equipment has been needed. Any food is being served in individual bowls/ without anyone else touching. Where equipment is being used in lessons this is then stored for 72 hrs before next use.	
	Whole school approach to adapting curriculum (S/M/L term), including: <ul style="list-style-type: none"> <li>• Wellbeing curriculum</li> <li>• recognising 'non-curriculum' learning that is being done at home</li> <li>• capturing pupil achievements/ outcomes</li> </ul>			staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.	SLT working with <b>ATTAIN</b> head with regards to curriculum planning. Catch up spending plan been agreed by IB to be implemented as	

	<ul style="list-style-type: none"> <li>utilising the DfE 'catch-up' funding and programmes</li> <li>responding to the DfE remote learning expectations</li> </ul>				<p>soon as possible after current period of closure. (from 4/1/21)</p> <p><b>Remote learning provision report for parents has been written and shared with parents on newsletter and website 15/1/21. School provision matched to DfE guidance released on 8/1/21</b></p>	
	Student behaviour policy reviewed-to reflect the current circumstances.			Policy to be reviewed when LA send out amendments for their model policy in due course	Policy has been updated and COVID amendment added and agreed with Gov on 14 <sup>th</sup> Sept 2020	
	Arrangements for teaching pupil how to keep safe online are in place.			<p>Week 1 8/1/21 newsletter e-safety tips for parents. Links to websites for parents shared.</p> <p>Week 3 staff meeting – teachers to carry out e-safety lesson</p>		

<b>CYP with SEND</b>	Approach to provision of the elements of the EHCP including health/therapies in place.			Temporary changes to law on EHC need assessments remains until 25/6/20 Reasonable endeavours duty relevant document		
	Annual reviews.				Annual reviews organised as needed by AS and carried out by phone or Zoom as appropriate.	
	Requests for assessment.			Temporary changes to law on EHC need assessments remains until 25/6/20	Now we have returned the previous legal requirements are back in place.	
	1:1			Adults who work closely with children on a 1:1 basis to be advised to keep safe distance as far as possible. RA completed of those staff who have been shielding.	Staff have the option of wearing a visor if they wish to if working with 1:1	
	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.			SENCo to draw transition plans for EHCP children and those other chrn as appropriate prior to Sept so that they can be shared with staff and shared with parents where relevant. Will phased return be appropriate for any of the children?	Discussions ongoing where appropriate Discussions ongoing between school/home and LA	
<b>Attendance</b>	Approach to promoting and supporting attendance for all-pupils determined, including those who may be anxious.			Attendance expectations to be shared with parents prior to end of the summer term.  After re-opening to monitor attendance rates and follow	From Autumn term 2020 Keeping a check on attendance and list of those chrn who are isolating etc.	

				usual procedure for those children who's attendance becomes a concern.		
	Approach to support for parents where rates of persistent absence were high before closure.	If children continue to be absent following lockdown they are at risk from further missed education and which could have a potential impact on their progress/attainment/social development		After re-opening to monitor attendance rates and then HT to have conversations with parents regarding attendance concerns. Use support of HSLW if appropriate.	Attendance is positive since return, no year groups causing particular concern. Where appropriate for individuals, letters have been sent home.	
attendance	Critical worker families communicated with regarding the need to keep children at home as much as possible.			When booking for is sent home, a reminder is included that when possible children should be at home.		
	<p><b>Expectations for attendance as per guidance 30/12/20 . provision made for key worker chrn when a place is requested. Vulnerable chrn expected to attend full time. Where these chrn do not attend, HT to work with LA or SC to discuss reason for absence and if any adjustments are necessary to encourage attendance. See contingency framework 30/12/20 for attendance coding. Office staff to be made aware of any changes from Autumn term.</b></p>					
Communication	Information shared with staff around the full opening plan, returning to site, amendments to usual working patterns/practices and groups.			Info will be shared electronically and discussion within staff meeting w/b 13/7/20	Completed 17/7/2020	
	Governors consulted on full opening plans.				21/7/20 See below in governance section	
	Risk assessment published on school webiste				13/1/21	
	Union representatives consulted on full opening plans.			Will send RA and action plan to union rep	By the end of term Sent to AS and emailed answers to two questions. Amended version sent 20/7/20	

					<p><b>RA sent to all staff 3/1/21 in line with most recent guidance.</b>  Restricted access amendment shared with union reo 14/1/21</p>	
	<p>Communications with parents on the:</p> <ul style="list-style-type: none"> <li>• Plan for full opening</li> <li>• Social distancing plan</li> <li>• Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning</li> <li>• Attendance</li> <li>• Uniform</li> <li>• Behaviour</li> <li>• Test and trace</li> <li>• Staggered start and end times</li> <li>• Expectations when in school and at home (if self-isolating is necessary)</li> </ul>			<p><b>Letter will be distributed week beg 13/7/20</b></p>	<p><b>Regular communication via newsletter and updates being made to parents</b></p> <p>Ongoing</p> <p>Ongoing</p> <p>ongoing</p>	
	<p>Pupil communications around:</p> <ul style="list-style-type: none"> <li>• Changes to timetable</li> <li>• Social distancing arrangements</li> <li>• Staggered start times</li> <li>• Expectations when in school and at home (if self-isolating is necessary)</li> <li>• Travelling to and from school safely.</li> </ul>			<p>During first week back teachers to lead a session around the new term and expectations/ plans / rules</p>	<p>3/9/20</p>	
	<p>On-going regular communication plans determined to ensure parents are kept well-informed</p>			<p>Letters, website updates,</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Following the closure from 4/1/21</p>	



					info has been sent to parents and info re numbers requiring places has been sought.	
<b>Governors/ Governance</b>	Meetings and decisions that need to be taken are prioritised.				Final Summer term FGB 20/7/2020 Agenda item to diarise dates for Autumn term 20	
	Governors are clear on their role in the planning and full opening of the school, including support to leaders.  Approach to communication between Leaders and governors is clear and understood.			Plan for reopening inc risk assessment shared with govs. To be discussed at FGB 20/7/2020 <b>From 30.11.20 when changes are made to the RA a responsible gov to be responsible for meeting with HT to discuss changes and agree on behalf of FGB.</b>  Meetings Autumn term to be held virtually, as we don't have appropriate space to hold face to face meetings	5/11/2020 current advice states that meetings need to continue virtually.	
	Governors prepared for start of school year (clerking, etc).					
	Governors have oversight of all staff well being and appropriate arrangements in place to support HT and SLT(refer to HT well being materials)					

<p><b>School events, including trips</b></p>	<p>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.</p>			<p>Decision made that visits/visitors will not take place for the Autumn term Visitors to school to be reviewed as and when appropriate.</p>	<p><b>Latest advice, Oct 20<sup>th</sup> as Essex has been placed into tier 2, no visits to be made and no unnecessary visitors to the school (as per Essex guidance). Braintree now in tier 4 therefore no visits. School closure for most chrn. (4/1/21)</b></p>	
<p><b>Finance</b></p>	<p>Additional costs incurred due to COVID19 are understood and clearly documented.</p>			<p>SBM set up cost centre for COVID costs Application for reimbursement to be made by 21/7/2020</p>		
	<p>Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM</p>			<p>OT sheet being competed for extra cleaning hours SBM keeping log</p>		
	<p>Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.</p>			<p>SBM has oversight of financial implications and we are aware of where there has been loss of income. This info will be shared with govts when appropriate.</p>		
	<p>Insurance claims, including visits/trips booked previously.</p>					
	<p>Reintroduction or re-contracting services, such as:</p> <ul style="list-style-type: none"> <li>• Cleaning</li> <li>• IT support</li> <li>• Catering</li> </ul>			<p>To be managed by RC as appropriate</p>		

	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.			HT/CEO/SBM/CFO to communicate if this is appropriate		
<b>Before and after school clubs</b>	Approach in place for before/after school clubs implements the necessary protective measures.			School clubs to be suspended for the first half of term and then review at half term	Review at half term Following second lockdown and increase in cases etc, we will not be offering clubs until further notice.	