

ST LEVAN SCHOOL

Whole school re-opening September 2020 – Risk Planning framework

- This framework focuses just on the **core tasks** to be considered to facilitate opening under the current “protective measures” guidance
- It is not a comprehensive list of all tasks that will require consideration to establish ongoing / sustainable operating under the current context

The key document to refer to in setting out operating plans is **the most up to date** set of guidelines “Coronavirus (COVID-19): implementing protective measures in education and childcare settings - GOV.UK”

Key Area	Actions to consider	School’s Response / further action required? / By who?	Resources
Safeguarding	Update all safeguarding arrangements	Update areas on website identified after review/govs to action Jul 20	Inc in HTRTG summer term
	All staff aware of amended safeguarding policy - training to ensure new arrangements and expectations understood by all staff	Training as organised Sept with Helen Trelease + Prevent/WRAP Training 3/9	Safeguarding policy updated Aug 20 in light of KCSIE changes
	Ensure Tier 3 trained staff appropriately available on a daily basis	FT teacher on site each day + PT interim head	Need DSL & DDSL posters around sch Landyards or badges to identify staff
Single Central Record	SCR needs checking & updating for the new school year.all staff/pt & temp staff/letters of assurance for contracts eg kitchen cleaners/ all govts Staff files need to contain: application/ qualifications 2 references/ contracts/right to work in UK evidence	DB & PM to action	PM to access SCR training
Attendance	Registration arrangements to take account of staggered arrival times if needed-who registers and where?	Via office- window opened to facilitate safer contact with parents – not coming into tiny school building.	Office window now opens Sanitisers installed KS1 sink still to be put in
	Clarity on staff roles and responsibilities recording attendance.	Responsibility class teacher – recorded pupils when on site- cascaded to secretary via eschools All staff set to return Sept. Socially distanced staff meeting before summer break (none now shielding or vulnerable)	DFE attendance record completed for YR 6 returners
	Advice to parents re absence notification.	Secretary via phone/text	Parents informed of staggered start & finish times and no parent entry to site
	Maintain processes for following up absence.	As normal practice: PM to phone if absence reason not known	Publish class attendance % on bulletins

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Communications to parents and incoming parents	Website with up to date information	-Online learning contd throughout closure by both class teachers	
	Regular messaging via school's usual channels	Using text/email and posting on school's website. Fortnightly bulletins/onlie learning responses/ personal letters & phonecalls to families	website
	Publish a FAQ page for parents <ul style="list-style-type: none"> • Social distancing • Pick drop off arrangements • No Face to face appointments with Head or teachers • Supporting children back to school advice 	Regular bulletins maintained throughout closure Letter informing parents plans for re-opening detailing staggered start/ finish/ bubbles etc	
Cleaning/estates/site	Complete pre-opening premises checklist	Churchill cleaning- provided covid secure paperwork Aug 20 spray requirements-handles etc using Milton solution/table tops etc all in checklist being adhered to. 4 X wall mounted Hand sanitising units installed- May 20. Extra KS1 sink installed Aug 20 Office window released to act as hatchway fogger purchased to fumigate room spaces	Need to reinforce hand washing is best always-hence KS1 entering through nursery past sinks each morning....all washing hands on entry...as children arrive...then straight to class...to prevent queuing + to be able to maintain some degree of social distancing... KS2 to be planned--- same approach so pupils not all entering school at same time...ARRIVE- wash hands- into the classroom- TEACHER waiting with IWB- visual image- for pupils to focus on- questions/thunks/ etc
	Arrange thorough ongoing clean of premises	Churchill cleaning aware of re-opening details	
	Set out cleaning routines in line with latest government guidance: Regular, correct handwashing Social distancing for older children Create bubbles to reduce transmission inc lunch & play times Stagger start & end times Encourage catch it /kill it/ bin it approach lidded bins in all rooms Drama & PE & Capoeira to take place outside	Churchill contractor responsibility- covid secure paperwork proof received-robust checking/monitoring of ew regulations by implementation by all by interim head & CoG- daily/ then weekly after September staggered start.	
	Ensure necessary compliance checks in date (Legionella, fire alarm check, gas, boilers, heating systems etc)	Clive Ellacott- to continue to monitor provision.	
	Check fire safety plan remains appropriate	Carried out in August – yet to receive report	
			Flushing through water happening weekly New boiler installed

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Laundry	Consider clothing for pupils, dress code for staff so that newly washed clothes can be worn each day (?)	In place for July Y6 2 weeks as per letter to parents & staff. Recommend daily change of clothes to limit transmission in letter for Sept opening.	
Social distancing preparation	Zone and mark drop off and pick up areas with clear signage Consider one way systems for parents	-Parents not permitted on premises, children picked up by staff from gate. -Only Reception starters parents will be permitted on site to settle children initially /transition taking place in Sept as unable to in summer term– letters sent to this effect.	-Payment for dinners recommended online -Any queries by phone or email
	Establish pick up / drop off routines	Staggered- by family surname not bubble to prevent families with siblings in different class having to wait to drop off /pick up second child in letter to parents July 2020	
	Consider routines / organisation / supervision of <ul style="list-style-type: none"> • classrooms • office space and staff room • canteen/hall/dining room • corridors • toilets 	2 class bubbles created Staggered start /end time Separate lunch & play times (tables to be cleaned in between) &toilets Assemblies & clubs cancelled Peripatetic teachers outside for drama/PE/Capoeira	Refer to examples/DfE guidance- and latest safety requirements
	Set up medical room to isolate children who may display symptoms of COV 19 whilst in school	In sch office where PPE thermometer also located PM to contact parent to collect child ASAP	Parents also informed not to send children into sch if under the weather with anything just in case
	Set up intimate care facilities	n/a- unless vomit diarrhoea- use staff toilet facilities in this instance	
	Check /amend safety plan for nappy changing	n/a	
	Place appropriate signage for adults and children in and around school- hand washing etc	Handwashing signs up Catch it kill it bin it signs up Covid 19 information sign up at gate for visitors / parents	
For Pupils with EHCPs who are transported to schools, liaise with LA transport teams on ensuring adequate social distancing to and from the school	No children needing transport EHCP risk assessment/ action plan has been provided for phased entry return		

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Transport	Consider any transport implications - pupils with EHCPs who receive transport? Implications of staggered pick up drop off.	Not applicable currently	
PPE / medical resources	Establish CV19 testing support for all		Track & Trace information readily available if required
	Set up PPE station in school	PM & interim head to contact parent if any child taken ill at sch. Child isolated in office/ staff to wear PPE/ child temperature taken to inform parent	PPE in school office
	Ensure sufficient stocks of hand sanitizer, soap and paper towels	In place currently- checking with Rob /Churchill contractor on a weekly basis	Liaise with interim head/secretary/ to ensure any possible shortfall is addressed ahead- so no running out of anything
	Distance thermometer – set out routines for use	Not to be used on children unless suspect infection	Thermometer acquired Staff to take temperature daily
	Request parents notify the school of any changes to children's medical conditions & emergency contacts	Inform parents as to expectations re this well ahead in information pack emailed/and texts	Annually revisited to refresh Reminder to go out in first bulletin of year
	Ensure suitably trained First Aid/member of staff available in school daily	Addressed as staff all trained- also why MF needed to attend with AF- who is paediatric trained- when Y6 on site in July	Db to organise cpd log for safeguarding /first aid /team teach etc
School resources/ordering	Order resources required for delivering provision	2m distance circles ordered Thermometer acquired	-consortium order placed prior to holiday
Catering	Communicate with catering providers to share plans and predicted numbers to facilitate on-site food provision	Interim head/secretary to liaise with Chartwells direct- + Tash (cook) Arrange staggered bubble mealtimes with interim clean KS2 first	deep clean day organised 3/9 food voucher scheme extended over summer
	Continue FSM vouchers for those not in school	ONGOING	
Staff wellbeing & safety	Staff rota to welcome children at gate on staggered entry & exit Office window to be used as hatch when parents are on site (not currently) PPE equipment available from office as required Signing in & out ipad to be used by secretary & staff temperatures taken daily. Masks not worn unless becomes mandatory	Y6 provision only planned for July-due to risk assessment and staff circumstances- as well as building/space constraints/ expect fulltime return of children and staff for September	

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Provision - in school	Set sch out as per current gov guidelines: <ul style="list-style-type: none"> two classes = 2 bubbles whole sch topic 'Space' & drama production end Aut term no assemblies/ no clubs/no breakfast club staggered start & end/ lunch(with clean in between) & playtimes Drama PE & Capoeira to be outside with no sharing of equipment Intervention to take place in spare classroom with cleansing upon each change of pupil Separate toilet blocks in use per bubble 	- parents informed of Sept intentions to be able to re-open safely - cleaning contractors provided own paperwork to prove covid secure	-Fogger purchased to fumigate classrooms regularly
	Prepare support materials for parents - preparing children to return	- parents & staff informed of Sept intentions to be able to re-open safely	Made separate arrangements for EHCP-child vulnerable healthwise JF & DB
	Develop sequence of lessons to address children's experiences during lockdown	Teachers in planning – utilise as many sources as possible.	AF utilised this on YR 6 in July/ prepped for Sept
	Plan a range of activities to support children's wellbeing - think social, emotional, physical and mental wellbeing	Teachers in planning- interim head to check	TIS training teachers & head July 20
	Prepare lessons & role modelling on social distancing – consider Covid amendment to school's behaviour policy to reflect protective measures/Catch it kill it bin it reminders & hand washing demonstrations for younger		Share practice
Staff CPD / induction to work environment	Plan appropriate training time to ensure staff understand; <ul style="list-style-type: none"> Changes to relevant policies e.g. Safeguarding, behaviour Daily routines 	August action led by interim head.	Staff meeting July 20 to introduce Staff meeting am 4 th Sept to discuss routines & policies
	Staff understand appropriate use of PPE: https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care	Interim head + staff	Latest government advice
	Book TIS training to prepare staff in supporting mental wellbeing of pupils	TIS training actioned July	
	Set up regular feedback sessions with staff to ensure operating procedures are constantly reviewed		Mon am brief ins to continue/Tues short staff meeting with teachers

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Communication	Establish regular feedback sessions with colleague HTs to share and emerging best practice	Via PET DB SB Webinars Director of Education fortnightly DB CAPH weekly updates DB & disseminate to staff School messenger weekly updates DB Gov guideline releases & updates DB & Chair of govs	July meeting Sept set
Mental health and wellbeing	Set up regular short meetings to review impact on staff of new working arrangements / rotas	CoG weekly as from September Interim head available via email full time/ present in sch on most pertinent days usually Mon /Tues	
Governance	Plan/schedule virtual or what format? GB meetings for the 20/21 academic year or on site following current guidance??	CoG to liaise with Geoff re this and plan ahead	-HT report to govs July 20 outlining covid action taken -Socially distanced meeting set for Sept