

COVID-19: Covid-19 Risk Assessment and Action Plan

SCHOOL NAME: Heavers Farm and Selsdon Primary Schools

OWNER: Susan Papas

DATE: 01 July 2021 *(last update)*

Purpose of this Document

This COVID-19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to keep our schools safe.

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
- DFE Guidance relating to COVID-19
- 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'

Monitoring and Review of Risk Controls

This is a live document which will be updated following the monitoring and review of the preventive and protective measures in place. This is to ensure the measures are working, and that we take action to address any shortfalls. This document will be reviewed and approved by the Governing Board at least termly.

Consulting Employees

This document is available for all staff to view and give feedback on.

Theme	Control Measures	Risk to Implementation/ Hazard	Who is at risk?	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Buildings and Facilities	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> • Water treatments • Fire alarm testing <ul style="list-style-type: none"> • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	<p><i>Site Manager or caretaker is unavailable</i></p> <p><i>Site is closed for prolonged period</i></p> <p><i>Water leaks or other building issues make parts of building unusable</i></p>	<p><i>Staff</i> <i>Children</i> <i>Visitors</i></p>	<p><i>Medium</i></p>	<p><i>Use one of the other members of the premises team to take over duties.</i></p> <p><i>Recruit cover caretaker</i></p> <p><i>Carry out regular premises inspections.</i></p> <p><i>Flush the water system in accordance with the school's legionella risk assessment and policy.</i></p> <p><i>Check and repair any water leaks or other building issues</i></p>	<p><i>Ongoing</i></p>	<p><i>Low</i></p>
	<p>Office spaces re-designed to allow office-based staff to work safely.</p>	<p><i>Offices have many cluttered surfaces making cleaning more challenging.</i></p> <p><i>Office does not allow for adequate space between staff members.</i></p>	<p><i>Staff</i></p>	<p><i>High</i></p>	<p><i>Staff keep all surfaces, window ledges and table tops clear and check them at the end of each day.</i></p> <p><i>Office staff desks repositioned to allow as much space between staff as possible.</i></p> <p><i>Office windows and/or doors to be kept open whilst office occupied.</i></p>	<p><i>02/11/20</i></p>	<p><i>Low</i></p>

		<i>Offices not well ventilated.</i>			<i>Perspex screens to be installed to provide a barrier between staff.</i>		
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	<i>Bottlenecks likely at entrances to school. Social distancing unlikely to be maintained.</i>	<i>Staff Children Parents Visitors</i>	<i>Medium</i>	<i>One-way system in place to enter and exit the school. Signage in place. Staff on duty to direct people at the gates. Parents and children asked to arrive on time – within their 10 - minute arrival and dismissal time – in order to reduce crowding outside the school gates.</i>	<i>02/11/2020</i>	<i>Low</i>
	Consideration given to premises lettings and club activities and approach in place.	<i>Lettings allow additional adults and children on site. Clubs: children from different ‘bubbles’ mix with each other, leading to more children having to self-isolate after contact with a positive case.</i>	<i>Staff Children Visitors Staff Children Parents</i>	<i>High</i>	<i>Lettings provision will be considered on a case by case basis until further notice. Club provision is currently in place for parents/carers in line with government guidance.</i>	<i>11/06/2021</i>	<i>Low</i>
	Consideration given to the arrangements for any deliveries.	<i>Deliveries to school breach social</i>	<i>Staff Visitors</i>	<i>Medium</i>	<i>Designated space for deliveries away from reception counter.</i>	<i>10/11/2020</i>	<i>Low</i>

		<i>distancing guidelines</i>			<i>Delivery personnel keep 2 metres away from reception</i> <i>Screen in place in front of school office.</i>		
Emergency Evacuations	<p>Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i></p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<p><i>Current evacuation routes would cause multiple groups of people to come into contact. More appropriate alternatives are possible.</i></p> <p><i>Those with reduced mobility left without support during evacuation.</i></p>	<p><i>Staff</i> <i>Children</i> <i>Parents</i> <i>Visitors</i></p>	<i>Medium</i>	<p><i>Revise evacuation procedure and share with all staff and children.</i></p>	<i>29/05/2020</i>	<i>Low</i>
Cleaning and waste disposal	<p>Enhanced cleaning regime is in place in line with <u>COVID-19: Cleaning in non healthcare settings guidance.</u></p>	<p><i>Cleaning staff not aware of enhanced cleaning requirements.</i></p> <p><i>Hand soap and paper towels not available in bathrooms.</i></p>	<p><i>Staff</i> <i>Children</i> <i>Visitors</i></p>	<i>Medium</i>	<p><i>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</i></p> <p><i>Cleaning schedule shared with all cleaning staff.</i></p> <p><i>Caretakers use cleaning monitoring sheets to monitor cleaning each day.</i></p>	<i>29/05/2020</i>	<i>Low</i>

					<p><i>Paper towels and hand soap is checked and replaced twice a day by caretaker</i></p> <p><i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</i></p>		
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	<i>Staff not available to clean all areas of school in use.</i>	<i>Staff Children Visitors</i>	<i>Medium</i>	<i>Caretaker to book additional cleaning staff at each school to clean contact surfaces and toilets during the middle of the day.</i>	<i>29/05/2020</i>	<i>Low</i>
	<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	<p><i>No hand sanitiser available to those who need it.</i></p> <p><i>Classrooms do not have tissues.</i></p> <p><i>Low supply of soap.</i></p>	<i>Staff Children</i>	<i>Medium</i>	<p><i>Hand sanitiser available at the school entrance and in all work spaces.</i></p> <p><i>Disposable tissues in each classroom, offices and other work areas to implement the 'catch it, bin it, kill it' approach</i></p> <p><i>Stock check and ordering schedule reviewed and order made.</i></p>	<i>29/05/2020</i>	<i>Low</i>
	Sufficient time is available for the enhanced cleaning regime to take place.	<i>Not enough time to clean thoroughly.</i>	<i>Staff Children Parents Visitors</i>	<i>Medium</i>	<i>All staff advised to leave the site no later than 30 minutes after the last 'bubble' finishes in order for cleaning to be undertaken.</i>	<i>20/07/2020</i>	<i>Low</i>
	Waste disposal process in place for potentially contaminated waste.	<i>Risk from contaminated waste.</i>	<i>Staff Children Parents Visitors</i>	<i>Medium</i>	<i>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</i>	<i>29/05/2020</i>	<i>Low</i>

					<i>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</i>		
Classrooms	The classrooms have been rearranged to accommodate children being able to sit side by side and facing forwards.	<i>Children not seated according to government guidance.</i>	<i>Staff Children</i>	<i>Medium</i>	<i>Each class forms a 'bubble' made up of the children and the adults who work with them. The tables and chairs have been arranged so that all children are side by side and facing forwards.</i>	<i>20/07/2020</i>	<i>Low</i>
	Classrooms have been arranged to allow as much space between individuals as practical.	<i>Not enough space to allow adequate space between children</i>	<i>Staff Children</i>	<i>Medium</i>	<i>Where possible, additional furniture has been moved out of the classroom. Classrooms have limited space so additional strategies in place. Good ventilation practice.</i>	<i>26/02/2021</i>	<i>Low</i>
	Classroom entry and exit routes have been determined and appropriate signage in place.	<i>Not enough space for social distancing.</i>	<i>Staff Children Parents Visitors</i>	<i>Medium</i>	<i>HF: use outside doors wherever possible. SPS: Exterior doors have been designated to different year groups. Signs are in use</i>	<i>29/05/2020</i>	<i>Low</i>
	Appropriate resources are available within all classrooms	<i>Soft toys, cushions, beanbags and upholstered</i>	<i>Staff Children</i>	<i>Low</i>	<i>Classrooms will be cleared of all resources which will be stored centrally.</i>	<i>20/07/2020</i>	<i>Low</i>

	Resources which are not easily washable or wipeable have been removed.	<i>furniture not easily washable.</i>		Low	<i>All cupboards were emptied over the summer break. Teachers took home all personal items</i>	20/07/2020	Low
	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.	<i>No COVID-19 information posters currently in place.</i>	<i>Staff Children Visitors</i>	Medium	<i>All soft toys, rugs, cushions, beanbags and upholstered furniture removed from classrooms.</i>	29/05/2020	Low
		<i>Limited reminders/awareness for children.</i>		Low	<i>Posters on display throughout school.</i>	02/06/2020	Low
		<i>Pupils sharing equipment</i>	<i>Children</i>	Low	<i>Individual zip wallets set up for each child. Teacher to organise age specific resources to be included in each pack. Pack to be only touched by the child. Frequent cleaning. No sharing of equipment or stationery.</i>	29/05/2020	
		<i>Staff sharing equipment</i>	<i>Staff</i>	Medium	<i>Reading books to be put in separate box after use and isolated for 7 days before being used by children again.</i>	29/05/2020	Low
				Medium	<i>Photocopiers disabled and removed from use.</i>	29/05/2020	
				Medium	<i>Staff to use their designated iPad for registers. Use their designated laptop for work. No sharing of equipment.</i>	29/05/2020	Low

Staffing	<p>Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office staff.</p> <p>Including at least one of the following:</p> <ul style="list-style-type: none"> - Paediatric First Aider <ul style="list-style-type: none"> - First Aider - Designated Safeguarding Lead (DSL) <ul style="list-style-type: none"> - SENCo - Caretaker/Site Manager - IT technician - Office staff - Attendance Officer 	<i>Not enough staff on duty to run the school safely</i>	<i>Staff Children Parents</i>	<i>High</i>	<p><i>Each class forms a 'bubble' made up of the children and the adults who work with them. 2 staff allocated to each bubble so that if one is absent, the other can cover the bubble.</i></p> <p><i>Office staff, leadership team and premises staff form separate bubbles.</i></p> <p><i>DSL available on the telephone and via CPOMS in the event that they have to self-isolate.</i></p>	<i>11/06/2021</i>	<i>Medium</i>
	<p>Measures are put in place to protect vulnerable staff</p>	<i>Staff are not aware of the protection in place in school.</i>	<i>Staff</i>	<i>High</i>	<p><i>All staff who are vulnerable have been asked to make their condition or circumstances known to ExHT and a Covid risk assessment carried out.</i></p> <p><i>Staff with underlying health conditions have been asked to seek and act on the advice of their clinician and current government advice.</i></p> <p><i>Current government guidance is being applied.</i></p>	<i>01/06/2020</i>	<i>Medium</i>

					Appropriate PPE made available to those who ask for it.		
	Staff living with someone who develops symptoms	Not enough staff in school to teach a 'bubble'.	Staff Children Parents	High	<p>If a staff member lives with someone who develops symptoms, they should immediately contact the school for advice and arrange a PCR test immediately</p> <p>The member of their household should arrange a PCR test immediately.</p> <p>The member of staff must self-isolate until they and the person they share a household have a negative test result.</p> <p>Proof of their result should be shared with the ExHT immediately and a decision made about return to school.</p>	11/06/2021	Low
	Plans to respond to sickness absence are in place.	Not enough staff in school to teach a 'bubble'.	Staff Children Parents	High	<p>Staff timetable includes two designated adults per group (within DfE guidance). Therefore, if one absent, then the other covers.</p> <p>Staff timetable monitored daily.</p> <p>Timetable for executive leadership team to ensure both schools are well supported.</p>	20/07/2020	Medium

	Overseas travel by staff	<i>Not enough staff available at the start of term due to government quarantine arrangements.</i>	<i>Children Parents</i>	<i>High</i>	<i>Updated joint union guidance of school staff travelling overseas shared with staff on 10/06/2021</i> <i>Staff asked to ensure that if they travel overseas that they take account of self-isolation/quarantine rules so that they are available for work during their contracted hours.</i>	<i>11/06/2021</i>	<i>Low</i>
	Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable (e.g. no ties, suits, formal jackets).	<i>Staff not washing clothes more often giving rise to higher risk of virus transmission.</i>	<i>Staff Children Parents</i>	<i>Low</i>	<i>Staff reminded to wear easily washable clothes.</i>	<i>29/05/2020</i>	<i>Low</i>
	Approaches for meetings and staff training in place.	<i>Staff cannot gather in one place safely and respect social distancing guidelines.</i>	<i>Staff</i>	<i>Medium</i>	<i>Staff meetings being held via 'Zoom'</i> <i>Daily staff briefing being conducted outside in the playground.</i> <i>PPA sessions taking place for each year group at Heavers Farm each week in empty classrooms. Staff asked to respect social distancing, wear face coverings and ventilate the room regularly.</i>	<i>11/06/2021</i>	<i>Low</i>

	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support.</p>	<p><i>Staff are not aware of the free support available to them.</i></p>	<p><i>Staff</i></p>	<p><i>Medium</i></p>	<p><i>Staff made aware of available support and advice for schools and pupils available from Employee Assistance Programme.</i></p> <p><i>Staff made aware of available support and advice from the Department for Education via The Education Support Partnership (a free helpline for school staff and targeted support for mental health and wellbeing)</i></p> <p><i>Staff referred to Occupational Health and a support plan put in place.</i></p>	<p>20/07/2020</p>	<p><i>Low</i></p>
	<p>Arrangements for accessing testing, if and when necessary, are in place.</p>	<p><i>Staff, parents and carers do not know how to access a test and cannot come into school.</i></p>	<p><i>Staff Children Parents</i></p>	<p><i>Medium</i></p>	<p><i>Staff who display symptoms of COVID-19 asked to:</i></p> <ul style="list-style-type: none"> <i>– Contact school immediately</i> <i>– Book at PCR test immediately</i> <i>– Not come into school until test result received</i> <i>– Send copy of test result to ExHT as soon as it is received</i> <p><i>Parents of children who display symptoms of COVID-19 asked to:</i></p> <ul style="list-style-type: none"> <i>– Contact school immediately</i> <i>– Book at PCR test immediately</i> <i>– Not send child into school until test result received</i> <i>– Send copy of test result to attendance officer as soon as it is received</i> 	<p>11/06/2021</p>	<p><i>Low</i></p>

The approach for inducting new starters has been reviewed and updated in line with current situation.	<i>Children arriving at school not aware of arrangements.</i>	<i>Staff Children Parents</i>	<i>Low</i>	<i>Induction for all to include Covid-19 arrangements.</i>	<i>20/07/2020</i>	<i>Low</i>
Covid-19 procedures are clear for all staff.	<i>Staff not aware of arrangements.</i>	<i>Staff Children Parents</i>	<i>Medium</i>	<i>Information sent out to all staff by ExHT</i>	<i>20/07/2020</i>	<i>Low</i>
Arrangements in place for any visitors/ contractors on site, protocols and expectations shared	<i>Visitors to site not following COVID guidance</i>	<i>Staff Children Parents Visitors</i>	<i>Medium</i>	<i>All staff have been asked to ensure that all visitors or contractors provide their COVID protocols and risk assessment via email before coming onto site.</i>	<i>20/05/2020</i>	<i>Low</i>
Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors. Protocols and expectations shared.	<i>Visitors to site not following COVID guidance</i>	<i>Staff Children Parents Visitors</i>	<i>High</i>	<i>Provider to send their amended procedures, and assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned before adults come on site.</i> <i>Any lessons will be led from a distance of at least 2 metres.</i> <i>PE lessons to take place outside whenever possible.</i> <i>No music or singing lessons in school until government guidance changes.</i>	<i>05/11/2020</i>	<i>Low</i>

'Bubbles'	Classes will be made up of 'bubbles' and the children in these groups will remain consistent and separate other 'bubbles'	<i>Inadequate social distancing between pupils/staff in school because of limited room sizes</i> <i>Pupils have contact with other children and families outside school</i>	<i>Staff</i> <i>Children</i>	<i>High</i>	<i>Each bubble must not have any contact with anyone from another bubble when in school.</i> <i>Careful timetabling to ensure that the 'bubbles' do not have contact with each other.</i> <i>Each 'bubble' will have their own time in the playground. During this time children should follow social distancing guidance and not have any physical contact with each other.</i>	<i>26/02/2021</i>	<i>Low</i>
	Staffing allocations to groups determined, including consistency and any solutions to insufficient staffing numbers.	<i>Insufficient adults to teach children</i>	<i>Staff</i> <i>Children</i> <i>Parents</i> <i>Visitors</i>	<i>Medium</i>	<i>Staffing plan currently allocates 2 adults per group to reduce this risk.</i> <i>Each group can run with one adult.</i>	<i>22/05/2020</i>	<i>Low</i>
Social Distancing	Arrangements for social distancing in place	<i>Adults and children not socially distancing thus increasing risk of infection</i>	<i>Staff</i> <i>Children</i> <i>Parents</i> <i>Visitors</i>	<i>Medium</i>	<i>Staggered school drop off and pick up times</i> <i>Staggered break and lunchtimes</i> <i>Social distancing guidance in lunch hall.</i> <i>Staggered or limited amounts of moving around the corridors</i> <i>Toilet arrangements in place for each 'bubble'.</i>	<i>29/05/2020</i>	<i>Low</i>

	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.	<i>Parents and children may have to use public transport during peak times.</i>	<i>Staff Children Parents Visitors</i>	<i>Medium</i>	<i>Staggered school drop off and pick up times.</i>	<i>11/06/2021</i>	<i>Medium</i>
	Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.	<i>Adults and children not socially distancing thus increasing risk of infection</i>	<i>Staff Children Parents Visitors</i>	<i>Medium</i>	<i>On arrival, pupils go straight to their classroom and sit at their designated table and wait for rest of class to arrive/class to begin.</i>	<i>01/06/2020</i>	<i>Low</i>
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.	<i>Adults and children not socially distancing thus increasing risk of infection</i>	<i>Staff Children Parents Visitors</i>	<i>Medium</i>	<i>Behaviour policy has been amended to include sanctions for deliberate breaches of social distancing</i> <i>Conversations with parents</i> <i>Risk assessments in place for pupils who might struggle to follow expectations</i>	<i>29/05/2020</i>	<i>Low</i>
	Social distancing plans communicated with parents, including approach to breaches.	<i>Adults and children not socially distancing thus increasing risk of infection</i>	<i>Staff Children Parents Visitors</i>	<i>Low</i>	<i>Information shared on blogs.</i> <i>Verbal reminders to parents.</i> <i>Warnings and bans for those who persist.</i>	<i>29/05/2020</i>	<i>Low</i>
PPE	PPE requirements understood and appropriate supplies in place.	<i>Staff who would like or need PPE not able to access it</i>	<i>Staff Children Parents Visitors</i>	<i>Medium</i>	<i>Stock of PPE at each school.</i> <i>PPE stored securely and issued to all those who would like it.</i>	<i>29/05/2020</i>	<i>Low</i>

	Required PPE runs low or runs out	<i>Staff who would like or need PPE not able to access it</i>	<i>Staff Children Parents Visitors</i>	<i>High</i>	<i>Stock control measures in place to ensure that we do not run out of stock.</i>	<i>29/05/2020</i>	<i>Low</i>
Face Coverings	All staff to wear a face covering whilst outside their bubble.	<i>Adults not complying</i>	<i>Staff Children Visitors</i>	<i>High</i>	<i>Staff to wear face covering outside their own bubble. Staff do not need to wear a face covering when taking part in school organised sports events e.g. staff football matches. This is subject to constant review.</i>	<i>11/06/2021</i>	<i>Low</i>
	All visitors wear a face covering when coming onto the school site.	<i>Parents and visitors not complying and not maintaining social distancing Risk of confrontation between staff and visitors if not complying</i>	<i>Staff Children Parents Visitors</i>	<i>High</i>	<i>All visitors to wear face coverings every time they enter the school site. Staff on duty at school gates have disposable face masks for use by those who do not have a face covering with them. Publicised on school blogs and via Teachers2Parents</i>	<i>08/03/2021</i>	<i>Low</i>
Hygiene Procedures	Effective hygiene procedures are in place in line with government guidance.	<i>Adults or children do not follow guidance on effective hygiene measures e.g. do not regularly wash</i>	<i>Staff Children Parents Visitors</i>	<i>High</i>	<i>Communication with staff, pupils, families, users of the site. Specific hygiene lessons in class.</i>	<i>01/06/2020</i>	<i>Low</i>

		<i>hands effectively using soap and water etc.</i>			<p><i>Compulsory handwashing (with soap and water) throughout the school day in line with government guidance.</i></p> <p><i>Remain away from school for 48 hrs after symptoms have stopped for all fever, sickness, diarrhoea etc.</i></p> <p><i>Daily review of the situation.</i></p> <p><i>If a child will not, or cannot, wash their hands they will be asked to remain at home until such time that they can follow the effective hygiene practice in place.</i></p> <p><i>If adult cannot, or will not wash hands, this will be dealt with using appropriate policies.</i></p>		
Response to suspected case of COVID-19 in school	Approach to suspected COVID-19 cases in place: during school day	<i>Risk of person with COVID spreading virus to others</i>	<i>Staff Children Parents Visitors</i>	<i>High</i>	<p><i>All staff aware of COVID-19 symptoms.</i></p> <p><i>Designated First Aider will be alerted as well as a member of the leadership team.</i></p> <p><i>Child with symptoms:</i> <i>Designated First Aider will put on full PPE and remove child from class as soon as possible. They will be sent home and asked to take a Covid-19 test as soon as possible, self-isolate and</i></p>	<i>02/07/2020</i>	<i>Medium</i>

					<p><i>inform school as soon as result received.</i></p> <p><i>Adult with symptoms:</i> <i>will be sent home and asked to go straight to a testing centre for a Covid-19 test, self-isolate and inform school as soon as result received.</i></p> <p><i>Child will be taken to designated area and isolated behind a closed door, until they are collected by their adult. If they need to use a bathroom, the bathroom will be cleaned and disinfected before use by anyone else.</i></p> <p><i>As is usual practice, in an emergency, we will call 999 if someone is seriously ill or injured or their life is at risk.</i></p> <p><i>Parent/carer asked to take child for test ASAP and inform school as soon as result received.</i></p> <p><i>Parent/carer, staff to provide, proof of test immediately.</i></p>		
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<p>Management of confirmed cases of COVID-19 amongst the school community</p>	<p>Approach to confirmed COVID-19 cases for children and staff attending school</p>	<p><i>Risk of person with COVID spreading virus to others</i></p>	<p><i>Staff Children Parents Visitors</i></p>	<p><i>High</i></p>	<p><i>We will take swift action when we become aware that someone who has attended has tested positive for coronavirus (COVID-19).</i></p> <p><i>We will immediately complete the risk assessment and take appropriate action.</i></p> <p><i>We will notify the local authority.</i></p> <p><i>We will use the template letter provided by Croydon, to send to parents and staff which includes details of what to do next.</i></p> <p><i>We will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</i></p> <p><i>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms.</i></p>	<p>02/07/2020</p>	<p><i>Medium</i></p>
<p>Supporting Pupils in School</p>	<p>Approach and expectations around school uniform determined and communicated with parents.</p>	<p><i>Parents do not have enough uniform to be able to wash it after use every day</i></p>	<p><i>Children Parents</i></p>	<p><i>Low</i></p>	<p><i>No child will be asked to wear uniform for 2020/21</i></p> <p><i>We will review the uniform policy in summer term 2021</i></p>	<p>26/02/2021</p>	<p><i>Low</i></p>

					<i>This is to support parents being able to easily wash children's clothes more regularly.</i>		
	Changes to the school day/timetables shared with parents.	<i>Parents unaware of school timetable and children miss learning time</i>	<i>Staff Children Parents</i>	<i>Low</i>	<i>Information posted on blogs. Updates shared with parents.</i>	<i>29/05/2020</i>	<i>Low</i>
	All students instructed to bring a water bottle each day.	<i>Child will not have access to drinking water throughout the day</i>	<i>Staff Children Parents</i>	<i>Medium</i>	<i>Water fountains not in use.</i>	<i>29/05/2020</i>	<i>Low</i>
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.	<i>Children's emotional needs not being met</i>	<i>Staff Children Parents</i>	<i>Medium</i>	<i>We will provide pastoral and extra-curricular activities to all pupils designed to support the rebuilding of friendships and social engagement. We will address and equip pupils to respond to issues linked to coronavirus (COVID-19) We will support pupils with approaches to improving their physical and mental wellbeing. We will provide more focused pastoral support where issues are identified that individual pupils may need help with. We will support the needs of particularly vulnerable (e.g. children in need).</i>	<i>20/07/2020</i>	<i>Low</i>

					<p>We will access the free MindEd learning platform for professionals, which includes a <u>coronavirus (COVID-19) staff resilience hub</u> with materials on peer support, stress, fear and trauma and bereavement.</p> <p>Use of school counsellor.</p>		
	<p>Impact of COVID-19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> – Financial – Increased FSM eligibility – Referrals to social care and other support – PPG/ vulnerable groups 	<p>Families facing hardship unaware of where to seek help</p>	<p>Children Parents</p>	<p>Medium</p>	<p>Encourage all staff to be vigilant in terms of this.</p> <p>Staff to report concerns on CPOMS.</p>	<p>29/05/2020</p>	<p>Low</p>
<p>Educational Visits</p>	<p>Plan for educational trips</p>	<p>Children and staff are put at risk of infection outside school</p>	<p>Staff Children Parents</p>	<p>Medium</p>	<p>We are beginning to reintroduce educational visits.</p> <p>We will consult the <u>health and safety guidance on educational visits</u> when considering visits.</p>	<p>11/06/2021</p>	<p>Low</p>
<p>Behaviour</p>	<p>Plan for behaviour and positive attitudes to learning</p>	<p>Pupils may struggle to re-engage in school and not be prepared for learning</p>	<p>Staff Children Parents Visitors</p>	<p>High</p>	<p>We have written an addendum to the Behaviour Policy.</p>	<p>02/07/2020</p>	<p>Low</p>

					<p><i>All staff will keep behaviour management as a high priority</i></p> <p><i>We have added a new school rule.</i></p> <p><i>Our Behaviour Policy (and addendum) clearly sets out our rules, the consequences for poor behaviour, sanctions and rewards.</i></p> <p><i>Teachers will address the increase in social, emotional and mental health needs for some children, particularly the most vulnerable groups.</i></p> <p><i>Where a child with a social worker is at risk of exclusion, their social worker will be informed and involved in relevant conversations.</i></p>		
Visitors	Visitors to the school site	<i>Risk of infection to staff and pupils</i>	<i>Staff Children Parents</i>	<i>Medium</i>	<p><i>All visitors should wear a face covering at all times when on site.</i></p> <p><i>Meetings should be held online via Zoom or Teams until further notice.</i></p> <p><i>Visitors who are going to have contact with children and/or staff must take a lateral flow test on site as soon as they arrive.</i></p>	<i>01/07/2021</i>	<i>Low</i>
Safeguarding	Safeguarding Policy and procedures	<i>Children at risk of harm are not identified or</i>	<i>Staff Children Parents</i>	<i>High</i>	<i>We have updated our child protection policy in line with government guidance.</i>	<i>02/07/2020</i>	<i>Low</i>

		<i>adequately supported</i>			<i>We have regard to the statutory safeguarding guidance, <u>keeping children safe in education</u> and should refer to the <u>coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance</u></i>		
	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	<i>Children at risk of harm are not identified or adequately supported</i>	<i>Staff Children Parents</i>	<i>Medium</i>	<i>Staff training sessions on processes and procedures planned for this year.</i>	<i>29/05/2020</i>	<i>Low</i>
	Consideration given to the safe use of physical contact in context of managing behaviour.	<i>Risk of infection to staff and pupils</i>	<i>Staff Children Parents</i>	<i>Medium</i>	<i>Review individual behaviour management plans to ensure they include protective measures.</i>	<i>29/05/2020</i>	<i>Low</i>
Children with SEND	Approach to provision of the elements of the EHCP including health/therapies.	<i>Children with EHCP are not adequately supported</i>	<i>Staff Children Parents</i>	<i>Medium</i>	<i>Risk assess each EHCP pupil to ensure that they are all well supported. Review support plans as necessary – given current restrictions. Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions virtually and offer support over the telephone. Some observations may take place in a Covid-safe manner.</i>	<i>11/06/2021</i>	<i>Low</i>

	Annual reviews.	<i>Children with EHCP are not adequately supported</i>	<i>Staff Children Parents</i>	<i>Medium</i>	<i>Continue within social distancing guidelines</i>	<i>29/05/2020</i>	<i>Low</i>
	Requests for assessment.	<i>Children with EHCP are not adequately supported</i>	<i>Staff Children Parents</i>	<i>Medium</i>	<i>Continue all applications</i>	<i>29/05/2020</i>	<i>Low</i>
Attendance and Punctuality	All children should attend school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development.	<i>Pupils may struggle to reengage in school and become at risk of being absent and/or persistently disruptive</i>	<i>Children Parents</i>	<i>Medium</i>	<i>Parents' duty to secure that their child attends school resumed at start of autumn term. We will issue sanctions for non-attendance, in line with Local Authority guidance. We work closely with our EWO to ensure that all children attend school.</i>	<i>11/06/2021</i>	<i>Low</i>
	System to deal with children not picked up on time	<i>Pupils may struggle to reengage in school and become at risk of being absent and/or persistently disruptive</i>	<i>Children Parents</i>	<i>Medium</i>	<i>Information shared with staff. Use fines for those who do this more than once. (Use current policy)</i>	<i>01/06/2020</i>	<i>Low</i>
	Approach to children who do not arrive on time	<i>Pupils miss essential learning</i>	<i>Children Parents</i>	<i>Medium</i>	<i>Parents/carers informed of the need for children need to arrive on time. The attendance policy will be used to manage persistent lateness.</i>	<i>01/09/2020</i>	<i>Low</i>

	Child notified to isolate reports for school	<i>Risk of transmission to others in school community</i>	<i>Staff Children Parents</i>	<i>Medium</i>	<i>Member of leadership team, wearing full PPE, takes child to isolated space and contacts parent. Child remains away from other children until collected.</i>	<i>29/05/2020</i>	<i>Low</i>
	Child not isolating at address we expect	<i>Risk of transmission to others in the community</i>	<i>Children Parents</i>	<i>Medium</i>	<i>Find out reason for change of address. Deal with situation according to circumstances. If safeguarding is an issue, refer to social services.</i>	<i>29/05/2020</i>	<i>Low</i>
Communication	Information shared with staff around Covid plans, and amendments to usual working patterns/practices and groups.	<i>Staff unaware of when to report to work</i>	<i>Staff Children Parents</i>	<i>Medium</i>	<i>Regular communication with staff via blog posts, text message and/or email.</i>	<i>05/11/2020</i>	<i>Low</i>
	Covid plans shared with governors.	<i>Governors not able to provide feedback and support to school</i>	<i>Staff Children Parents</i>	<i>Medium</i>	<i>Covid plans shared with governors via email and/or school blogs. Risk assessment available to governors on school blogs. Governors review the risk assessment at least termly.</i>	<i>05/11/2020</i>	<i>Low</i>
	Communication with parents, staff and pupils	<i>Staff and families unaware of safety measures in place</i>	<i>Staff Children Parents</i>	<i>High</i>	<i>Covid plans and documents shared on school blogs.</i>	<i>05/11/2020</i>	<i>Low</i>

		<i>Parents pass on virus by direct contact with staff</i>			<i>No face to face contact between parents and staff. All contact should be via email or telephone</i> <i>Risk assessment shared on school blogs.</i>		
	On-going regular communication plans determined to ensure parents are kept well-informed	<i>Families unaware of safety measures in place or new expectations in school</i>	<i>Staff Children Parents</i>	<i>Medium</i>	<i>Text messages, blog posts, and/or telephone calls from teachers.</i>	<i>29/05/2020</i>	<i>Low</i>
Governing Board	Meetings and decisions that need to be taken prioritised.	<i>Statutory deadlines not met</i>	<i>Staff Children Parents</i>	<i>Medium</i>	<i>Virtual governing body meetings</i>	<i>29/05/2020</i>	<i>Low</i>
	Approach to communication between leaders and governors is clear and understood.	<i>Governors not able to provide feedback and support to school</i>	<i>Staff Children Parents</i>	<i>Medium</i>	<i>Communication via email and telephone.</i>	<i>29/05/2020</i>	<i>Low</i>
	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.	<i>Statutory deadlines not met</i>	<i>Staff Children Parents</i>	<i>Medium</i>	<i>Agreed in first virtual meeting</i>	<i>29/05/2020</i>	<i>Low</i>
Finance	Additional costs incurred due to COVID-19 are	<i>School budget is not accurate and cannot be</i>	<i>Staff Children Parents</i>	<i>Medium</i>	<i>School Finance Officers are documenting these costs in a separate cost centre.</i>	<i>29/05/2020</i>	<i>Low</i>

	understood and clearly documented.	<i>monitored adequately</i>					
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM	<i>Claims rejected or not put in on time</i>	<i>Staff Children Parents</i>	<i>Medium</i>	<i>School Finance Officers are following DfE guidance on this. They will apply for this funding with the support of JCA.</i>	<i>29/05/2020</i>	<i>Low</i>
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	<i>School budget is not accurate and cannot be monitored adequately</i>	<i>Staff Children Parents</i>	<i>High</i>	<i>These costs will be calculated termly, based on changing guidance from the government</i>	<i>02/07/2020</i>	<i>Medium</i>
Contingency Plan for Remote Learning	Plan to provide remote education in the event of a localised lockdown or the need to self-isolate pupils	<i>Children who are not present in school do not have access to high quality education</i>	<i>Staff Children Parents</i>	<i>High</i>	<i>See Remote Learning Policy</i>	<i>05/01/2021</i>	<i>Low</i>