

# **COVID-19: Thomas A'Becket Infant School Operational risk assessment for COVID 19**

## **RISK ASSESSMENT AND RISK MANAGEMENT**

<b>ACTIVITY: .... COVID 19</b>	<b>LOCATION : Thomas A'Becket Infant School</b>	<b>DATE: From 1<sup>st</sup> September 2021</b>
Name Amanda Dingwall		Organisation: Thomas A'Becket Infant School

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education

All staff have been consulted and their opinions sought as part of the process of updated this RA.

<b>Assessment conducted by:</b>	Amanda Dingwall Approved by Governors		Amanda Dingwall	<b>Covered by this assessment:</b>	Staff, pupils, contractors, visitors, volunteers
<b>Date of assessment:</b>	30.11.21	<b>Review interval:</b>	Every 30 days/as necessary	<b>Date of next review:</b>	16.12.21 (for start of new term)
<b>Related documents</b>					
<b>Local Authority documents: None</b>			<b>Government guidance:</b>		
			<ul style="list-style-type: none"> <li>• <a href="#">Schools Covid 19 Operational Guidance updated August 2121</a></li> </ul> Joint Union Safety Checklist for schools – NEU, GMB, Unison, Unite Covid 19 Outbreak Management Plan (TAB Infant July 2021)		

All Risks calculated below are of equal importance.

LIST HAZARDS HERE And Risk Rating Prior to action	List of groups of people who are especially at risk from the significant hazards you have identified:	How will you control this risk? (You can append or refer to relevant documentation that explains your safety arrangements, e.g. letter to parents, booklet prepared for students, letter from residential centre, extract in safety manual etc.	Comments	Residual Risk
--	---	--	----------	---------------

<p><b>Class Sizes/Bubbles</b></p> <p>Classes to be in a Half Year Group Bubble unless there is an Outbreak (5 cases or more) or instructed by PHE due to changing guidance / increased numbers in the local community</p> <p>Playtimes</p> <p>Lunch times</p> <p>Assemblies</p>	<p>All staff and children</p>	<p>Half year group bubbles of 3 classes</p> <p>Clearly explained to parent/carers</p> <p>Staff to read and understand the RA and to contribute if required</p> <p>Should numbers increase to an 'outbreak' class will be isolated so they will not mix with others either at lunchtime or breaks. Adults to be away from other adults in the school as much as possible</p> <p>Playtimes to continue in half year group bubbles with separate times</p> <p>Three classes per year group to eat in the hall with spaces between tables. All others to remain in classrooms Movement within the hall to be kept to a minimum Should one of these classes be in an outbreak situation, they will revert to eating in their classroom</p> <p>To continue on Zoom for the first couple of weeks and then review. If it is safe start to bring three classes in the hall at a time as a maximum</p>	<p>Social Distancing is not possible so continue with washing hands regularly</p> <p>Children to be able to use all areas.</p> <p>TA/Teacher on duty and facilitating play</p> <p>Sat in classes and spaced out with 2m gaps within the hall – to minimise mixing and to protect staff., Potentially able to manage half year groups</p>	<p>Social distancing for children unlikely</p> <p>Minimise the risks as much as possible – regular hand washing / reminders of hygiene expectations / signage and class reminders</p> <p>Introduce staggered playtimes for each year group if case numbers increase</p> <p>Staff may wear masks if they feel more comfortable (this is encouraged in shared inside areas) 30.11.21 All staff have been advised to wear face masks in communal spaces since the GH 'outbreak' on 15.11.21</p>
---	-------------------------------	---	--	--

<p><b>Staffing</b></p> <p>Consistency of staff is desired</p> <p>Staff rooms – open windows</p>	<p>All children All staff</p> <p>All additional spaces to be used, should staff wish to take breaks elsewhere. (studio / Mezzanine) To be reviewed at half term</p>	<p>Staff who test positive will need to isolate Staff who are double vaccinated (and are 14 days clear from the second jab) do not need to isolate if a family member tests positive. Unvaccinated staff need to isolate for 10 days for any close contact. Jan 22 Unless they have a negative LFT on day 6 and day 7. They may then return to work at this point. If it remains positive then the 10 days isolation stands</p> <p>PPA may need to be changed at short notice</p> <p>Staff will need to be responsible for the organisation of the staffrooms ie refilling tea/coffee</p> <p>SLT to ensure that communication is posted in each staff room</p> <p>Social distancing should take place as much as possible. Especially in the office which is a 'high traffic' area.</p>	<p>Staff may work across year groups and bubbles (unless there is an outbreak in a class)</p> <p>Increased areas for staff breaks re-introduced due to the 'outbreak' in GH and the government announcement 28.11.21 Continued in Jan 2022 due to increase of cases in the community and nationally</p>	<p>Flexibility will be needed</p> <p>Staffrooms will need to be thoroughly cleaned regularly – please bring any issues to the attention of the PO / SBM</p>
<p><b>Parent/carers</b></p> <p>Need to understand their responsibilities</p>	<p>All</p>	<p>Communication to make clear to p/c that they have a responsibility to keep the community safe Remind Ps &amp; Cs c of symptoms and what they should do. Letter sent home as a reminder at the start of term. School to keep p/cs updated of any legislation and guidance or changes.</p>	<p>Regular reminders are sent out regarding the current COVID situation and regularly reviewed according to school and local position</p>	<p>Risk will increase as we relax rules on visitors. Regular monitoring to continue and adapted practice as necessary</p>

		Reminders to be sent out regularly about not sending children in if unwell.		
<p><b>Cleaning</b></p>	All staff and children	<p>Neil/David will continue to liaise with Churchills and monitor the quality of cleaning  William to provide additional cleaning throughout the day (11.00 – 2.00)  Class protocols are in place which were set up by staff themselves throughout the day.  SBM/PO to ensure cleaning products are sourced and in plentiful supply for all staff  Each classroom to continue to have products including tissues and flip lid bins  Regular cleaning down of surfaces and touch points (by staff)  Resources to continue to be cleaned by staff/children as appropriate</p> <p>Thorough class cleaning each evening by cleaning staff. Quality assurance by Premises Officer to ensure it is done to a high standard and to liaise with SBM/HT if any concerns  Liaison with staff to ensure they are happy with cleaning standards</p>	<p>PPE (aprons, gloves, masks and visors) available via the office</p> <p>SBM has been proactive in sourcing what has been required</p>	<p>Staff to keep Office/ PO updated of resources needed</p> <p>PO/SBM to check levels of cleanliness and hygiene throughout the school</p>
<p><b>Ventilation</b></p> <p>Windows and doors to be left open as much as possible – weather dependent</p>		<p>Ventilation is important in all areas, however important not to get too cold as this lowers immunity.</p> <p>Whole school responsibility for keeping school clean  Any concerns about cleaning should be raised immediately with Premises Officer or SBM</p> <p>Air Quality monitors given out to most classes Jan 2022</p>		

<p><b>Hygiene</b> for adults – prevent spread of virus</p> <p>Personal Responsibility and Understanding</p> <p>Open windows and doors</p> <p>Plan to be outside for parts of the day</p>	<p>As above</p>	<p>Hand sanitiser available in all areas All adults and children to use hand sanitiser on entry to the building and before they leave (going outside and coming in).</p> <p>Reminded of the 20 second rule</p> <p>Check that posters remain displayed - Poster reminders around school about coughing / sneezing and the social distancing These have been up since before lockdown – will be checked by SBM/PO and office staff each half term</p> <p>SBM has sourced PPE for specific incidents in school and for staff wear (if possible) Gloves MUST be worn for cleaning of resources and then hand washing after this</p> <p>There are gloves at reception/signing in and around school.</p> <p><b>All PPE must be double bagged and disposed of after use</b></p> <p>Children needing 1:1 to be risk assessed by SENDCo and specific plans put in place for adults who may be working with the child. If not safe, then refer to SENAT and LA for further advice</p> <p>Staff may wear face coverings if they wish when meeting and greeting</p>	<p>PO to monitor levels of PPE needed and to restock</p> <p>Guidance say that masks should not be worn in school – staff to wear masks at beginning and end of day and in school if they so choose</p> <p>Ensure staff understand that gloves carry germs so they need to be thrown away after every short use ie lunch, cleaning a resource</p> <p>All classrooms to have a box of gloves and cleaning equipment</p>	<p>This has worked well for the last term and half Risk may be that resources/equipment may become difficult to source</p>
<p><b>Hygiene</b> for children – prevent spread of virus</p>	<p>Everyone</p>	<p>Handwashing at the start/end of the day, and when they enter the building Soap is more effective than hand sanitizers</p> <p>Child friendly posters to be put up in key areas, and for younger children, supervision</p>	<p>Office to check posters in key areas each half term</p>	<p>Good processes in place</p> <p>30.11.21 Monitoring for changes in</p>

		<p>to be given – ensure their handwashing is effective (Birthday song) and that their hands are dried</p> <p>Internal doors to be open at all times so they do not need to be touched</p> <p>Talk to children about COVID safe behaviour. Repeat regularly and adapt if situation in the local area/school changes</p>	<p>If children wear masks to school - explain guidance on masks to adults – children remove before they enter the building and hand to parent. Hand wash immediately.</p>	<p>recommendations based on Omicron variant</p>
<p><b>Toilets – children</b></p> <p>Open toilet windows</p>	<p>Everyone</p>	<p>Each class to be allocated a toilet block. If YR children need to use the toilet at lunchtime they will need to use those between MR and Turtles which will then be cleaned by William before being used by Y2 children in the afternoon Y1 and Y2 children to use their own class toilets or huts if on the field</p> <p>Two children only rule to be maintained so children aren't waiting in the toilet area and 20 second handwashing rule. (this includes break times and lunchtimes)</p> <p>Adult supervision during high use times (lunchtime and playtime)</p> <p>Adults to monitor use during the day so not too many children are sent out at one time</p> <p>Toilet areas to be included in the regular cleaning (taps/ doors etc)</p> <p>Reminders to children about safe disposal of hand towels. Adults to check for this and use gloves if necessary to dispose of any paper left on the floors. Adults monitor toilet areas for mass hand washing times per class</p>	<p>William to clean/check the high use toilets (Outside Turtles and Manta Rays) mid-morning and after lunch</p> <p>Staff to be reminded to open windows first thing in the morning</p> <p>Mass toilet times to be monitored by staff</p>	<p>Adults to facilitate regular handwashing</p> <p>Cross contamination limited as staff using classroom sinks</p>

		<p>Classes to be allocated specific toilets and sinks (where possible – not in Y1)</p> <p>Mass toilet times to be timetabled and agreed between classes</p>		
<b>Toilets – staff</b>	Other staff	<p>Two persons only rule to be maintained so there is no waiting in the toilet area and 20 second handwashing rule.</p> <p>No more than 2 people at a time and care to be taken when using paper towels so social distancing can be adhered to</p> <p>Staff to ensure they leave toilet area as they found it</p> <p>Cleaning of toilets throughout the day</p> <p>Staff to report any concerns to Premises Officer / LT immediately</p>	<p>William/David to check mid morning and after lunch</p> <p>David/SBM to ensure there are plenty of resources</p>	
<b>Corridors – maintaining social distancing</b>	All personnel	<p>Arrows on the floors as a reminder to keep left when passing in corridors – doorways/other corridors to ensure people are not in close proximity</p> <p>Outdoor paths to be used rather than corridors to go out to the playground/field</p>	<p>Implemented a ‘stay to the left’ system with signage.</p> <p>Staff may continue to use areas around the school for lunch and breaks ie courtyards, studio, mezzanine, library etc if required</p>	<p>Signs put in place</p> <p>PO to complete regular checks and replace as necessary</p>
<b>Start / End of the Day</b>	Parents / staff / children	<p>Start of day times to be staggered (8.40/8.50 and 2.40/2.50) to reduce number of families with specific entry and exit points/gates.</p>	<p>All teaching staff inc HLTAs in classrooms from 8.30am until 3.15pm – staff to be prompt with opening doors</p>	<p>Clear instructions to parents with allocated times</p>

		<p>P/Cs need to be prompt, keep to their time slots and have been told to leave premises straight away</p> <p>Adults asked to wear face coverings (but not mandatory)</p>	<p>Carpark not to be used from 8.30 until 9.00 and 2.30 to 3:00</p>	
<p><b>Clubs</b></p> <p>Breakfast club – before school childcare</p> <p>Clubs after school</p>	<p>Working parent/carers</p>	<p>Breakfast Club - Children to enter through the huts doors, groups zoned into year groups, hygiene procedures to be followed before entering school. Communication systems in place to inform club if there is a case and vica versa</p> <p>Children dropped off into class after washing hands and in separate year groups</p> <p>30.11.21 Social clubs restarted at the end of September. Clubs have all completed on line safeguarding training. Cleaning procedures and hygiene expectations have been shared with each club leader, depending on the area they will be using</p> <p>After school childcare clubs – children to be collected from designated areas by parents or After School Club staff.</p>		<p>Regular reviews between LT and Club Leaders to ensure systems are in place at the start of term and then reviewed</p>
<p><b>Accidents</b></p> <p>Management of accidents – wetting and falls etc</p>	<p>Staff</p>	<p>Access to PPE for specific members of staff dealing with bodily fluids.</p> <p>Hygiene plans in place for all children needing regular support for toileting</p> <p>Full PPE available from the office and down by playground first aid point.</p> <p>PPE disposal – double bagged</p> <p>Children to be encouraged to change themselves as much as possible</p> <p>Parents to be called to support if necessary</p>	<p>Office to check supplies and liaise with SBM / PO to restock as necessary</p>	<p>Risk of cross contamination and spread of virus</p>



		<p>Gloves to be worn and thrown away when touching children. Vigilant handwashing</p>		
<b>Illness</b>	<p>All</p> <p>Parents not to send children to school if they have symptoms (regular reminders via newsletter and School Comms)</p> <p>Staff to continue with LFD and not to come to school if symptomatic – continue to follow processes for informing L Team</p> <p>System updated Jan 22 for staff to continue to test twice a week</p>	<p>High vigilance from all staff Temperatures to be taken if child feeling ill as a matter of course Child with any COVID symptoms to be sent home (only those on the PHE list – high temp, new continuous cough, loss of smell or taste)</p> <p>Parents/carers to be called to collect asap.</p> <p>Child to be isolated from others whilst waiting for pick up (in isolation room) – inform HT/DHT PPE worn by staff interacting with child – double bag PPE and dispose in outside bin</p> <p>Follow updated guidance below for action if suspected COVID19 – SBM to liaise with Churchills for deep clean of classroom and any used areas if suspected case Track and trace protocols put into place Isolation room to be cleaned down after each use</p> <p><b><u>From 16 August 2021</u></b></p> <p>If you are fully vaccinated or aged under 18 years and 6 months, you will not be required to self-isolate if you live in the same household as someone with COVID-19.</p> <p>Settings only needed to do contact tracing up to and including 18 July. Close contacts will now be identified via NHS Test and</p>	<p>Thermometers in office Access to PPE</p> <p>Register of testing kept by office staff</p> <p>Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting (see <a href="#">Stepping measures up and down</a> section for more information) or if central government offers the area an enhanced response package, a director of public health might advise a setting to</p>	<p>All illnesses spread quickly in schools</p> <p>Information to be sent off to E&amp;SWelfare as required and as rules change (adults and numbers over 5 in a class)</p> <p>30.11.21 Concern raised by individual parents regarding information sharing as they or a family member are high risk. Letters sent out each time to classes as positive cases are identified. With particular parents they will be informed of any cases within</p>

	<p>but on a Sunday and Wednesday evening to make organising supply cover easier,</p> <p>Jan 2022 Positive LFD no longer needs to be followed up with a PCR test unless the person is symptomatic (three main symptoms)</p>	<p>Trace and education settings will no longer be expected to undertake contact tracing.</p> <p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> <li>• they are fully vaccinated (and have 14 days since their second vaccination)</li> <li>• they are below the age of 18 years and 6 months</li> <li>• they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>• they are not able to get vaccinated for medical reasons</li> </ul> <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a <a href="#">PCR test</a>. We would encourage all individuals to take a PCR test if advised to do so. Staff do not need to isolate whilst they await the outcome of their PCR test</p> <p>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal.</p> <p>All close contacts should take a LFD test daily until the end of the isolation period for the individual</p>	<p>temporarily reintroduce some control measures.</p>	<p>the 'block' that their child may come into contact with</p>
--	--	---	---	--

		<p>Staff have volunteered information about their vaccination status to the HT so she can inform them if they should need to isolate</p> <p>Parents notified if a positive case in a class so that they can monitor their own child for symptoms</p> <p>Contingency plan to be put in place if an outbreak (5 or more cases in one class in a 14 day period) School to contact local health protection team on 08000468687</p>		
<b>Remote Learning</b>		<p>Remote Learning to be set up for individuals or groups of children who are isolating but well enough to access learning. XW to liaise with all staff about expectations for what is uploaded on GC and how frequently it needs to be updated</p> <p>Office to notify class teacher and Leadership Team if child has tested positive and is self-isolating</p>	<p>Topic planners to be uploaded regularly to the website and parents emailed via the teacher where children are at home but able to access learning</p>	
<b>BAME</b> Black Asian Minority Ethnic	All children/parents/staff of BAME backgrounds	<p>Identified as more at risk from the virus Staff to be extra vigilant of children showing symptoms Take no chances of reporting concerns and ensure this is done straight away to L Team Any BAME staff have completed individual RA</p>	Risks have been widely published	Awareness
<b>First Aid</b> Access to First Aid	All	<p>First Aid policy All classes to complete their Record Books Bumped Head policy to remain in place Gloves/PPE to be worn for incidents</p> <p>First Aid to be dealt with by adult with the class/bubble wherever possible. Where this adult is a student or Non-first aider, then First Aid to be directed to a school adult.</p>	<p>Sam C to audit provisions with DR / SBM</p> <p>SBM to order provisions as needed</p>	All classes have trained First Aider and there are 3 day paediatric trained staff in school also

		<p>Unlikely that this would be more than 15mins contact, however if a serious injury then contact school office/Leadership Team for support</p> <p>H&amp;S – staff have watched PPE guidance video</p> <p><a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a></p> <p>All children with specific medical conditions have an individual Risk Assessment with COVID. All staff to ensure they have PPE when supporting the children</p>		
<b>Absence</b> due to illness of staff member	All	<p>Normal processes to resume</p> <p>Agency staff will have an induction book about policies and processes via the office / Leadership Team on arrival.</p> <p>CEV – individual RAs to be reviewed</p> <p>Pregnant staff to be reviewed before 28 weeks / third trimester. OH report and HR advice to be gained.</p> <p>UPDATE 30.11.21 Any adult in contact with the new Omicron Variant has to isolate for 10 days. Track and Trace to inform</p>		
<b>Communication</b> teacher to teacher	Staff	<p>Teachers to pass on information via email or via Leadership Team. TAs to pass on information and support cover teachers</p> <p>LT to communicate with new members of staff re inductions – <b>this includes students</b></p> <p>Regular School Comms messages to be sent as and when necessary.</p> <p>What's App groups set up for year group communication</p>		Communication is crucial to safety in and around the building so all are aware of the expectations

		Personal responsibility to read all guidance and take responsibility for own welfare.		
<b>Communication</b> parent to teacher	Staff	To be conducted via email or phone as much as possible Appointments for all visitors/parents Only urgent messages should be passed at the door Newsletters to parents to continue First Parents Evening of the year to be on Zoom		Parents will need reminders To read information
<b>Cross contamination of resources</b>  See cross contamination Risk Assessment put into place by HT (this has been used since March 26 <sup>th</sup> 2020)  RA written by Pro Safe/DS	All	Teachers discretion as to how they manage this within the class UPDATE 30.9.21: Unless there is an 'outbreak' when resources will have to be cleaned down each day  PE Lead to discuss use of PE equipment outside. Maintain half year group bubbles for first few weeks and then review Common sense applied with COVID Safe measures  Importance of regular handwashing reminders		Staff have put into place good measures that they feel comfortable with
<b>Wellbeing</b>  Staff workload and well being		Regular check ins with all staff to continue (via DHT / AH and Reception Lead) Regular review of expectations set for all staff Signposting for staff for wellbeing support –  <b>Education Support 08000562561</b>  <b>Employee Assistance Programme - Health Assured 08000305182</b>  <b>SAS – 017738144-02 Counselling</b>	Wellness days  Teachers to liaise with HLTAs when covering  Teachers to be mindful of what work is set when HLTAs covering for short sessions and moving across year group during one session	

		<p><b>-03 Physiotherapy</b>  <b>-04 Cancer and nurse support</b></p> <p>Remote Learning to be set up Google Classroom to be used when necessary to support home learning more easily</p> <p>Staff have the opportunity to contribute to the RA.</p> <p>Limitations on numbers in the office area and staff to liaise with Leadership Team if this is not working. Signage to remind Staff have a personal responsibility to convey expectations and behaviours to the children – this keeps everyone safe</p>		
<b>Child well-being/mental health</b>	Children	<p>Therapeutic curriculum planned for children returning – with a focus on emotional literacy and wellbeing</p> <p>Pastoral activities to support them coming back and re-connecting with their friends, new teachers and revision of routines and expectations</p> <p>Timetable initially to be focused on revision of key concepts from previous year and lots of outdoor activities, art etc</p> <p>Signposting for support and advice for staff  LT to support and signpost staff</p> <p>Forest Schools program to start asap</p> <p>Respond to P/Cs concerns about children. Ensure they know they have settled if they are upset at drop off times</p> <p>Well- being activities to be an ongoing part of the planned curriculum and embedded through assemblies, circle times and RSE curriculum</p>		Curriculum and staff in place to support children

		<p>ELSA and Learning Mentor to continue work with identified children and families</p> <p>Jan 2022 ELSA trained TA will be returning and supporting our vulnerable children individually and in nurture</p>		
<p><b>Safeguarding for children in school</b> (including the communication of allergies and food intolerance)</p>	<p>Children Vulnerable families</p>	<p>DSL always in school or contactable by phone</p> <p>DSL's to regularly communicate updates to staff and key child information sent via CPOMs</p> <p>All staff to continue Safeguarding processes as identified in policy and procedures</p> <p>Office staff to complete registers and ensure staff are alerted to all information regarding the children in their classes including medication, health needs and pick up lists</p> <p>DSLs to support where necessary with advice and strategies</p> <p>XW to complete DSL training</p> <p>DHT to check all inductions have been completed by new staff and volunteers</p> <p>CPOMS to continue to be used across the school and regularly checked by LT for consistency and accurate record keeping</p>	<p>Recap on all procedures.</p> <p>HT/DHT to update staff re Safeguarding developments via INSET and on-going induction programme</p>	<p>All Safeguarding Reported in usual way</p> <p>Follow ups made where necessary</p>
<p><b>Safeguarding</b></p>	<p>If children have COVID or are self-isolating</p>	<p>All Safeguarding policies and protocols to continue</p> <p>Policies and procedures reviewed by all staff in Autumn 1</p> <p>Safeguarding update training completed in September.</p> <p>All staff to sign to ensure they have read and understood all key SG policies</p> <p>Usual procedures apply (as per policies and procedures)</p>	<p>As per usual procedures</p>	<p>Report any issues</p>

		<p>Op Encompass referrals Attendance – all children should now attend. Expected attendance is 96%+ Holidays will not be authorised during term time. Absence if parents choose to keep their children home due to COVID will be monitored but logged as unauthorised as per DfE guidance</p> <p>30.11.21 Regular monitoring of all children with follow ups and referrals where there are concerns (regular time off etc) support and liaison with the junior school to identify family issues and patterns</p>	Maintain consistency of expectation from families	
<b>Autumn Term Calendar –</b>	Whole school community	<p>Office/LT to manage the diary</p> <p>Planned visits and events in year groups not whole school No visits planned for the first half term Visits and visitors to be authorised by HT and RA completed and loaded on to Evolve</p> <p>Training to resume and staff meetings to take place</p>	<p>Cycle of monitoring, evaluation and CPD planned</p> <p>Governor meetings to resume face to face</p>	
<b>Access for visitors</b>	School Community	<p>Visitors only admitted with an appointment</p> <p>Visitors to complete the Track and Trace form</p> <p>Parent/carer meetings will be planned to take place face to face in the spring term. This will be reviewed with staff nearer the time taking account of the local situation and risk. This may need to be outside or on Zoom if COVID numbers are high</p>	Chartwells food deliveries to continue as per usual procedures. Office to monitor and liaise with SBM where necessary	



		Volunteer Readers etc to start after the first couple of weeks back if deemed appropriate – usual protocols for COVID will apply and they will be attached to a specific class		
<b>Children with special educational needs and EHCPs</b>	Children	Risk assessments to be carried out if necessary ie health concern and reviewed regularly by SENDCo, health professionals and Teacher in Charge	SENAT team to be contacted if there are concerns	
<b>FSM</b>	Families	Sign post families who are struggling to agencies for help ie debt, Food Banks Send out PP forms to be completed Food vouchers to be sent as per DfE guidance if they have to self isolate	Staff to pass on any concerns to Leadership Team	Always a risk – food poverty, well being.
<b>Behaviour</b>	All	Children’s behaviour may be more challenging Follow the agreed Behaviour Policy and ensure Positive First Response and recognition of the emotion and the behaviour PIP and RIP to be in place at all times Learning mentor/ELSA and LTeam will support where appropriate SEND Co to develop Behaviour Plan with the Class Teacher if deemed necessary Behaviours to be addressed through transition and therapeutic start to the school year  Monitor behaviour and signs of stress/anxiety Continue to develop Emotional Literacy throughout the year	Opportunities to express feelings – through appropriate books and activities  Bereavement support if needed through ELSA	Therapeutic approach in place
<b>Governance and Policy review</b>  <u>Policies</u>	Governors Staff	Governors need to understand their legal duties and have a good understanding of briefing information, School Risk	Do Governors read and respond to information sent?	Governors to support school leaders and

Safeguarding Fire and Evacuation Behaviour Attendance Bereavement First Aid		Assessment and information released by the Government Governors to continue to have equal status and rights Governors to be strategic and not operational Governors to ensure that appropriate policies are updated Governors responsible for the welfare of staff and especially the HT HT to update all appropriate Policies and share updates with staff and Gobs as necessary Identified governors for SEND, PPremium, Safeguarding, Well Being and Curriculum to continue to monitor with COVID in mind	Do they regularly check in and support the work of the school?	know their responsibilities
<b>Bereavement</b>	Whole school Community Children Staff Parent/carers Family	Bereavement policy written, shared with staff and agreed by Governors Bereavement books suitable for children ordered and with SEND Co / ELSA Support will be given as appropriate to whole school community All information shared as appropriate Support for child and family put into place ELSA to support identified children and their families	Long term bereavement leave will need to be covered  Play Therapy to be purchased if necessary	Long term impact and support needed
<b>Finance</b>	Budget	Implications of on-going costs associated with COVID 19 expenditure – resources, cleaning, supply	SBM feedback to Governors regularly about COVID spending? Individual cost centre in place to track  HT to sign off expenditure	
<b>Contractors on site</b>	Visitors to be accompanied	<ul style="list-style-type: none"> <li>All contractors must adhere to social distancing/COVID agreements</li> </ul>	Premises Officer to liaise with contractors	Major work completed

<p><b>Building</b></p>	<p>Permission from SBM / Premises Officer</p> <p>All building checks made before start of term</p>	<ul style="list-style-type: none"> <li>• Must agree not to come on site if they have COVID symptoms</li> <li>• Ask for their COVID RA in writing – do they check temps? Arrangements for hand washing etc</li> <li>• Limit contractors entering the building and they must be supervised.</li> <li>• No contractors during entry and exit times</li> <li>• Are they required to complete a LFD whilst working within the school?</li> </ul> <p>Premises Officer to check all areas of the building to ensure safety  le Asbestos, electricity, water  Fire safety – all alarms working  Fire Drills at the start of each half term</p>	<p>Office staff to check if contractor was expected</p> <p>Contractors to remain as much work as possible outside</p> <p>2 X Fire drills this half term (walk through initially within the first two weeks)</p>	<p>outside school hours</p>
------------------------	--	--	---	-----------------------------