

OCC COVID19: Full Opening from March 2021 Risk Assessment and Action Plan

SCHOOL NAME: Lewknor Church of England Primary School

OWNER: Deborah Cole

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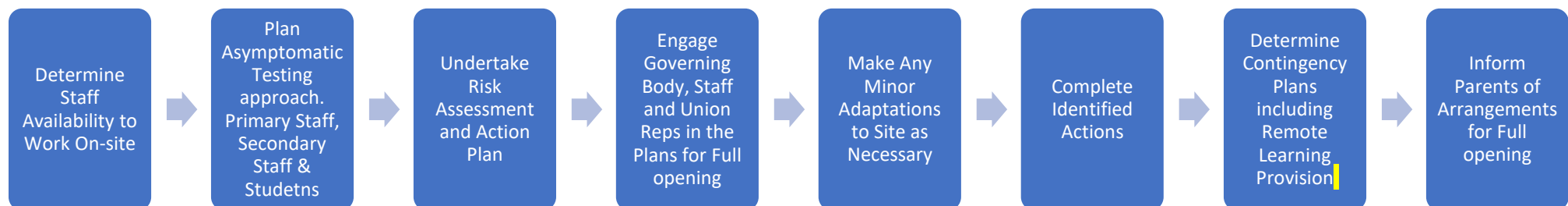
Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken, and measures put in place to plan for the return to onsite education from March 8th and ensure the school continues to operate in a safe way following full opening.

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
- 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'

Risk Assessment for Full opening:



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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
Engagement in Risk Assessment and Planning	Risk assessment process fully engages staff, governing body and union representatives.		L	All staff have signed form to say they have read and understood RA. RA shared with H&S governor plus other governors at T&L meeting, March 12 th . Risk assessment available on school website.	March 2021	L
Site Arrangements	Office spaces re-designed to allow office-based staff to work safely (considering any continuing remote working where appropriate).		L	Visitors to office to remain at a two metres distance from staff. All adults to wear face coverings when visiting offices. Office staff to continue to work from home at times. Only essential cover on site. Windows are kept open (staff loos and back office) for ventilation.	Ongoing	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.		M	Bubbles kept separate at all times. One-way system in place to enter and exit the school. There is sufficient signage in place and sufficient staff to monitor/oversee.	Ongoing	L
	Careful consideration given to premises lettings and best practice approach	N/A		N/A Children will not need to use the village hall for PE.	N/A	
	Consideration given to the arrangements for any deliveries.		L	There is a single point of entry. Camera shows all school visitors and is monitored by HT and office staff. Office staff wearing face coverings, answer door to deliveries.	Ongoing	L

				<p>Deliveries to be left on table outside front door.</p> <p>School is told of deliveries in advance.</p> <p>Fruit and milk deliveries are left by school gate for collection by staff.</p>		
	Regular communication with Parents/Carers for the continuation of social distancing, no congregating in large numbers		M	<p>Regular reminders sent to parents. Parents are encouraged to remain in their cars. Those parents who walk their children to school are reminded to walk alone and not walk in with other parents and children.</p> <p>Staff outside for drop-off and pick-up and will remind parents to keep their distance and to move on.</p>	Ongoing	L
	Safe Contractor management		M	Contractors meet with HT or caretaker, who will go through procedures to keep everyone safe before any work starts.	Ongoing	L
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>Consideration given to PEEP – buddies are assigned or reassigned according to available persons.</p>	<i>Evacuation routes would cause multiple groups/bubbles of people to come into contact. More appropriate alternatives are possible.</i>	M	<p>Evacuation procedure remains as before and was tested last term. Fire drill procedure continues to be tested 3x a year.</p> <p>No PEEPS currently. No-one with reduced mobility.</p>	Practice drills 3x a year.	L

Cleaning and waste disposal	Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non-healthcare settings guidance.</u>		M	<p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly (caretaker and teachers)</p> <p>Hand towels and handwash are to be checked and replaced as needed by (school administrator, finance officer and caretaker) and cleaning staff (Clean Genie).</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p>	Ongoing/daily	L
	Cleaning staff capacity is adequate to enable enhanced cleaning regime.		L	All staff involved. Clean genie provide adequate staffing after school hours.	Ongoing	L
	<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>		M	<p>All classrooms have hand sanitiser, surface cleaner and cloths.</p> <p>Lidded bins in all classrooms and offices.</p> <p>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach.</p> <p>Soap supplies are adequate and replenished when running low.</p>	Ongoing	L

				<p>Hand sanitiser available at the school entrance.</p> <p>Stock check and ordering schedule reviewed, and order made.</p>		
	Sufficient time is available for the enhanced cleaning regime to take place.		M	<p>Staff have left site before arrival of Clean Genie cleaners.</p> <p>Clean genie has confirmed that all cleaners clean all hard surfaces, including door handles etc. They use a spray called Virucidal, which kills Covid-19 on hard surfaces (see email 8/9/20).</p> <p>Caretaker regularly cleans touch points.</p> <p>Teachers clean classrooms – see checklists.</p>	Ongoing	L
	Waste disposal process in place for potentially contaminated waste, including testing waste.		M	<p>No testing materials on site.</p> <p>If there is a suspected positive case then waste bags and containers - kept closed and stored separately from communal waste for 72 hours.</p> <p>Waste collected from side entrance – no staff or children are around during collection times.</p>	Ongoing	L
	Process in place for safe removal and/or disposal of face masks.		M	<p>Staff tend to wear own face masks, which are cleaned at home.</p> <p>Staff who wear paper masks from school will bin these at home.</p>	Ongoing	L
	Safe and appropriate storage of large supplies of alcohol gel	No flammable store	H	Hand sanitiser kept in well ventilated classrooms.	Ongoing	

				Other supplies are kept in cool storage shed away from main school building.		
Classrooms	Classrooms allow as much space between individuals as practical.	Unable to keep pupils separated in each bubble though bubbles are kept separate from each other. No social distancing in Reception class.	H	Staff advised to keep 2 metres away from children as much as possible. If they do need to get close to children they should do so for short spells only.	Ongoing	M
	Classroom entry and exit routes have been determined and appropriate signage in place.		L	Children are well aware of exit and entry routes. Teachers will remind if and when necessary.	Ongoing	L
	Appropriate resources are available within all classrooms e.g. IT, age specific resources. Non-essential equipment or resources which are not easily washable or wipeable have been removed.	Some resources in EY and other classrooms, eg, soft toys and beanbags are not easily washable.	M M	Sharing of equipment is limited to the bubble – all children have their own stationery packs for example. Each class have their own playground equipment. Some equipment is cleaned between uses if sharing across bubbles, eg, PE equipment. After School Care Club – equipment to wiped down after use.	Ongoing	L L

	Information posters are displayed in every classroom and places visible to those at the school gate.	No COVID19 information posters currently in place at school gate.	L	Posters displayed in classrooms.		L
	Furniture arranged to minimise contact as much as possible e.g. Desks side by side, facing front, where age appropriate.		L	Furniture has been re-arranged since children returned in June 2020. Teacher monitor situation and adapt their class to keep all safe.	Since June 2020 and ongoing.	L
	Increased ventilation (where reasonably practicable)		L	Doors and windows are kept open – good ventilation at all times in classrooms.	Since June 2020 and ongoing.	L
Staffing	Staffing numbers required for full opening have been determined including support staff such as facilities, IT, midday and office/admin staff.		L	Continue to monitor staff provision. Staff to remain with their class bubble.	<i>Since Autumn term 2020 and ongoing.</i>	L
	Approach to staff absence reporting and recording in place. All staff aware.		L	Finance officer keeps records. DC continues to monitor.	Ongoing	L
	Risk assessments in place for those staff who are shielding, (clinically extremely vulnerable), and appropriate arrangements for mitigating risk are identified.		L	N/A We have no clinically extremely vulnerable staff.		L

	<p><u>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</u> - GOV.UK (www.gov.uk)</p> <p><u>National lockdown: Stay at Home</u> - GOV.UK (www.gov.uk)</p> <p>Staff who are <u>Clinically Extremely Vulnerable</u> must only work from home unless guidance for this group changes.</p> <p>Shielding measures will apply until at least 31/03/2021</p> <p>For other staff who are Clinically Vulnerable - school to ensure review of their individual risk assessments for any necessary adjustments.</p> <p>NB CEV category has widened-more complicated process using formula of different factors, must be if you've been written to by Government.</p>					
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	<p>Government advice has changed around pregnant workers – over 28 weeks, 3rd trimester, these staff should work from home.</p> <p>Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.</p>			We have no staff who are currently pregnant.		
	<p>Plans to respond to increased sickness levels are in place.</p> <p>Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.</p>		M	Contingency Plan in place which covers how to respond to increased sickness levels but school may have to close if numbers are high. DC arranges cover arrangements as and when.	On-going	L/M
	<p>Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable (e.g. no ties).</p>		L	Staff have been informed of guidelines regarding the cleaning of clothing.	On-going	L
	<p>Approaches for meetings and staff training in place.</p>		L			L

	Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision agreed and communicated.		L	Staff have been aware of guidelines for several months. School follows advice from OCC.	Ongoing	L
	<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>	TAs may be required to lead some groups as there may not be enough teachers on site to cover numbers.	L/M	<p>Staff have been redeployed to cover for a teacher's absence in the past.</p> <p>The aim is to keep staff in the same bubble.</p> <p>DC to monitor.</p>	Ongoing	L/M
	<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>		L	<p>Staff are aware of support and advice for schools and pupils available from OCC.</p> <p>Schools who subscribe to the EAP can access this link.</p> <p>http://schools.oxfordshire.gov.uk/cms/content/employee-assistance-programme</p> <p>http://schools.oxfordshire.gov.uk/cms/schoolsnews/guidance-bereavement-and-loss</p>	Ongoing	L
	Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.		L	<p>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>All staff are testing twice-weekly. Results are recorded.</p>	Ongoing	L

	The approach for inducting new starters has been reviewed and updated in line with current situation.		L	New TA to undergo induction in March 2021. DC to continue to monitor.	March 2021 and ongoing.	L
	Arrangements to return any furloughed staff in place.	N/A				
	Any staff contracts that need to be issued, extended or amended considering the current situation have been.	N/A				
	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.	N/A				
	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared. NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.		L	Check with the contractor any requirements their employer has specified before visit. Share school protocols.	Ongoing	L
	Arrangements in place for any externally employed adults delivering learning in school e.g. sports		L	No sports coaches for the time being.	Ongoing	L

	<p>coaches, music tutors, forest school leaders. Protocols and expectations shared.</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-3-curriculum-behaviour-and-pastoral-support</p>			<p>Music lessons carried out on a one-to-one basis. Adult remains 2m away from children. Music room is well ventilated.</p> <p>Music teacher has shared his own risk assessment with school.</p> <p>Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.</p>		
Group Sizes	<p>All bubbles have been determined in accordance with the principle of limiting social interaction and small, consistent groups of CYP, that can remain separate from other people and groups.</p> <p>All children and young people are included in distinct groups/ 'bubbles' that do not mix and the number of children and young people in each bubble is as small as possible.</p>		L	<p>Bubbles established – staff to remain within the one bubble.</p> <p>Bubbles have separate toilet facilities.</p> <p>Bubbles have allocated times to use the playground for breaks.</p> <p>Also staggered drop-off and pick-up in place.</p>	Ongoing	L

	Staffing allocations to groups determined, minimising contact with multiple groups as much as possible		L	All in place.	Since Autumn 2020.	L
	Identified solutions to any workforce capacity issues are in place.		M	DC to continue to monitor.	Ongoing	L
Social Distancing	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> • Staggered school drop off/pick up times and locations (if possible) without reducing teaching time • Staggered or limited amounts of moving around the school/ corridors • Classroom design • Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches • Toilet arrangements 		L	All in place and working well.		L

	Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.		L	<p>Procedure for entering and leaving school has been in place since June 2020.</p> <p>Break times are monitored regularly.</p>	Since June 2020.	L
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.		L	<p>Behaviour policy reviewed annually in September. Policy was shared with all staff and pupils, and is available on the website.</p> <p>Policy also shared with governors (September 2020).</p> <p>Social distancing in the reception class is not possible for most of the time.</p>	Ongoing	L
	<p>Approach to assemblies – if still occurring, plan in place to manage social distancing.</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks</p>	Currently celebration assemblies in the church are cancelled. Bringing all children together for assembly would breach the bubble arrangements.	L	<p>Assemblies are within class bubbles.</p> <p>We also operate whole school assemblies on Teams.</p>	Ongoing	L

	Social distancing plans communicated with parents, including approach to breaches.		L	Plans communicated with parents. Parents are also informed about reviewed behaviour policy).	Ongoing	L
	Arrangements in place for the use of the playground, including equipment.		L	Bubbles have been allocated different times to use the playground and each bubble has their own play equipment.	Since September 2020.	L
Transport	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.		L		Since June 2020	L
	Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible.	N/A				
	Support in place for CYP who have no alternative, to access public transport safely, adhering to social distancing protocols where possible.	N/A				
	Arrangements in place with transport providers to support any staggered start/end times.	N/A				
	Children and young people reminded to wear face	N/A				

	coverings on public and school transport.					
Catering	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.	.	L	Kids Packed Lunch Company has continued to provide food throughout lockdown as well as before and after.	Ongoing	L
	Arrangements for the continued provision of FSMs for eligible children not attending school due to shielding or self-isolation are in place.	N/A				
	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.		L	Children eat lunch within their own classroom – see break and lunch duty rota, March 2021.	Ongoing	L
	Arrangements for food deliveries in place		L	Safe system in place.	Ongoing	L
PPE	PPE requirements understood and appropriate supplies in place.		L		Ongoing	L
	Approach to face coverings considered and updated, where appropriate, to include inside the		L		Ongoing	L

	classroom where social distancing is not possible, for secondary schools and outside of the classroom only for primary staff.					
Visors/face covering	A visor alone is not acceptable and must be worn with a face mask/covering: Face coverings in education - March 2021 (publishing.service.gov.uk)		L	Staff have been advised.	From March 2021	L
Response to suspected/ confirmed case of COVID19 in school	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> • Which staff member/s should be informed/take action • Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated • Cleaning procedure in place • Arrangements for informing parent community in place 		L	<p>Staff have been advised about protocol.</p> <p>Updates are given as and when.</p> <p>COVID-19: cleaning in non-healthcare settings outside the home - GOV.UK (www.gov.uk)</p>	Since June 2020	L

	Approach to confirmed COVID19 cases in place: outside of school hours <ul style="list-style-type: none"> • Cleaning procedure in place • Arrangements for informing parent community in place • Contact tracing arrangements if needed 		L	Staff have been advised about protocol	Since June 2020	L
Pupil Re-orientation <i>back into school after a period of closure/ being at home</i>	Approach and expectations around school uniform determined and communicated with parents.		L	Expectations communicated before children came back to school in September 2020, eg, children should wear extra layers during winter months. Children should continue to wear uniform.	Ongoing	L
	Changes to the school day/timetables shared with parents.		L	Changes communicated before children came back to school in September 2020	Ongoing	L
	All students instructed to bring a NAMED water bottle each day. Robust water fountain cleaning arrangements in place, if determined safe to use!		L	All pupils bring named water bottle each day (some pupils have two bottles). Water fountains have not been in use.	Ongoing	L
	Approach to preparing pupils for a return to academic work and new social situations is		L	Staff meetings and staff planning show teaching staff are prepared.	Ongoing and children will be reminded again from March 2020	L

	<p>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 achievements of pupils whilst at home/ during school closure.</p>					
	<p>Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.</p>		L	<p>School to follow DfE and OCC advice as and when.</p>	Ongoing	L
	<p>Re-orientation support for school leavers is developed.</p>		L	<p>Support given to Y6 leavers at the end of the summer term.</p>	Summer term 2021	L
	<p>Consideration of the impact of COVID19 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 		L		DC to monitor.	L

Remote Education Plan	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.	Bubble needs to self-isolate because of a positive case of COVID19.	L	Remote learning contingency available and ready to be 'switched-on' when needed.	Ongoing	L
	Technology support in place. DFE laptop allocation ordered, for contingency purposes.		L	School has ordered and received six new laptops.	Spring term 2021	L
Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.		L	Staff are experienced and well-prepared. This focus forms part of our whole school development plan.	From September 2020	L
	Updated Child Protection Policy in place		L	Most recent Child protection Policy has been adopted and has been shared with all stakeholders. Policy is available on school website.	From September 2020	L
	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP and families to complete risk assessments and planning.		M	All paperwork in place, for example, risk assessment and behaviour support plans.	Ongoing	M
	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in		M	Review individual consistent management plans to ensure they include protective measures. Staff to be informed.	Ongoing	M

	place to mitigate any risk of transmission.					
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.		L	Staff will re-assess children on their return. Some assessments, eg, high attaining Year 6 pupils, were undertaken during lockdown.	Ongoing	L
	<p>Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?</p> <p>Each activity should be risk assessed and should not be run unless the risks can be mitigated insert link</p> <ul style="list-style-type: none"> PE guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport. Advice from organisations such as the Association for Physical Education and the Youth Sport Trust 		L	<p>DC continues to monitor all advice and reports back to all stakeholders.</p> <p>The school aims to provide and enriching full and broad curriculum while keeping the children and staff as safe as possible.</p> <p>PE equipment is not shared and each bubble is participating in different aspects of the PE curriculum, eg, cricket, tennis, athletics etc</p> <p>Each class has their own equipment for lunchtime play.</p> <p>No swimming so far this year. DC will continue to monitor government advice.</p> <p>No residential trips have been planned. DC will continue to monitor government advice.</p>	Ongoing	L

	<ul style="list-style-type: none"> • Practical science lessons https://www.cleapss.org.uk/ • DT/ FT https://www.data.org.uk/for-education/primary/ • Swimming https://www.swimming.org/swimengland/pool-return-guidance-documents/ • EVC advice/guidance states non-overnight visits acceptable • Contents (oeapng.info) 					
	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> • Wellbeing curriculum • recognising 'non-curriculum' learning that is being done at home 		L	<p>Experienced staff are aware of how best to provide students with additional support by adapting the curriculum to tailor their needs.</p> <p>Extra resources brought in to aid home learning, eg, individual stationery packs for each child, White Rose text books.</p>	<p>Ongoing</p> <p>Policies written and included on school website, spring term.</p>	L

	<ul style="list-style-type: none"> capturing pupil achievements/ outcomes utilising the DfE 'catch-up' funding and programmes contingency remote learning plan 			<p>DfE catch-up funding has been utilised – see policy on website.</p> <p>Contingency remote learning plan in place – see policy on school website.</p> <p>Staff received Microsoft teams training in October 2020 and spring term 2021.</p>		
	Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.		L	Policy reviewed and updated each year in September. Policy shared with all stakeholders and is available on school website.	<i>Annually in September</i>	L
	Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.		L	Arrangements covered in school policy. Teachers remind children of correct behaviour while online and how to keep themselves safe.	Ongoing	L
SEND PUPILS	<p>Approach to provision of the elements of the EHCP including health/therapies in place.</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#B</p>		L	<p>DC is aware of new guidance.</p> <p>We currently have no pupils on EHCPs, however, we have applied for an EHCP for one pupil and are waiting to hear the outcome. Also, we are in the process of applying for an EHCP for a second pupil.</p>	Ongoing	L
	Annual reviews.	N/A				

	Consider any SEN pupils who may need support with their return to school and consult with the family and other agencies involved. <i>Including any support required for pupil to understand new rules i.e. social distancing.</i>		M	Support in place for two pupils. Outside agencies are involved and pupils are on a reduced timetable.	Ongoing	L/M
	Requests for assessment considered.		L	Various agencies involved in assessment, eg, community paediatrician at the JR and Communications and Interactions	Ongoing	L
Attendance	Approach to promoting and supporting attendance for all-pupils determined, including those who may be anxious.		L/M	DC and GP continue to monitor attendance. Concern for two children from traveller background.	Ongoing	L
	Approach to support for parents where rates of persistent absence were high before closure.		L	This applies to very few families but DC to monitor.	Ongoing	L
Communication	Information shared with staff around the full opening plan, including amendments to usual working patterns/practices and groups.		L	Staff are kept informed of any new developments at the earliest opportunity.	Ongoing	L

	Union representatives informed of full opening plans.	N/A				
	Updated Risk Assessment published on website.		L	Updated risk assessment on website in March 2021.		L
	Communications with parents on the: <ul style="list-style-type: none"> • Plan for full opening • Social distancing plan • Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning • Attendance • Uniform • Transport • Behaviour • NHS Test and Trace • Staggered start and end times • Expectations when in school and at home (if self-isolating is necessary) • Anticipated sanctions for breach of school 		L	Parents were informed before school re-opened on 8 th March. Parents will be informed of any new developments at the earliest opportunity.	Ongoing	L

	<p>guidelines and processes</p> <ul style="list-style-type: none"> Contingency plans 					
	<p>Pupil communications around:</p> <ul style="list-style-type: none"> Changes to timetable Social distancing arrangements Staggered start times Expectations when in school and at home Travelling to and from school safely 		L	<p>Teachers inform pupils at the start of each new term and on return from lockdown.</p> <p>Parents are also encouraged to talk to their children when they receive an update from school.</p>	Ongoing	L
	<p>On-going regular communication plans determined to ensure parents are kept well-informed</p>		L	<p>Letters, website updates, social media, weekly newsletter, phone calls.</p>	Ongoing	L
Governors/ Governance	<p>Meetings and decisions that need to be taken are prioritised.</p>		L	<p>Governors are kept informed of any new developments.</p>	Ongoing	L
	<p>Governors have oversight of full opening plans and risk assessments.</p> <p>Approach to communication between Leaders and governors is clear and understood.</p>		L	<p>Full opening plans and risk assessments are sent to governors before meetings take place to discuss new arrangements.</p> <p>Governors report they are clear about new protocols and procedures.</p>	Ongoing	L

	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.		L	Governor meetings are now held via Teams. Governor visits to school have been cancelled for now. DC and governors to monitor the situation.	Ongoing	L
	Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. <i>Refer to Headteacher wellbeing materials.</i>		M	Stress survey and working hours survey completed by staff in January 2021. Outcomes discussed with governors. Action plan drawn up and shared with staff. Governors check HT's well-being as part of her performance development.	Annually in January and ongoing	L/M

School events, including trips	<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>DfE Guidance - Educational visits <i>until March 8 (p46) after March 8 (p50)</i>. DfE advise against educational visits at this time. This advice will be kept under review. The Association of British Insurers (ABI) has produced information on travel insurance implications following the coronavirus (COVID-19) outbreak. If schools have any further questions about their cover or would like further reassurance, they should contact their travel insurance provider. See links at the bottom of this document</p>		L	<p>DC, teaching staff and office staff continue to monitor. Bikeability to restart after Easter.</p> <p>No visits planned.</p>	Ongoing	L
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.		L	<p>Finance officer and HT monitor closely. Governors are kept informed.</p>	Ongoing	L

	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM		L	School ensured that those children entitled to FSM received vouchers throughout the half term holiday, and packed lunches at all other times. Staff delivered lunches to one family. Children, who attended school, also received FSM if they were entitled to them.	Continue to monitor.	L
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.			Some loss of income because of very limited numbers for wraparound care during lockdown.		
	Insurance claims, including visits/trips booked previously.			Legal team at county was contacted after Kingswood residential trip was cancelled. School managed to recoup some expenditure.		
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering 		L	Cleaning, IT support and catering services continued throughout the lockdown period.		L
	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.		L	Partnership working focussed on HT support and well-being.	Ongoing	L
Before and after school clubs	Approach in place for before/after school clubs implements the necessary protective measures		M	School to run breakfast and after school clubs.	From March 2021	L/M

	<p>including restricted attendance</p> <p>https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</p>			<p>System in place to keep bubbles separated at breakfast club.</p> <p>Numbers limited for after school care club. Club operates on carousel system. Extra member of staff employed.</p>		
Testing	<p>Test kits are securely stored and distributed to staff.</p>		L	<p>Test kits stored – cool school landing.</p>	<p>Ongoing</p>	L
	<p>Staff are aware of how to safely take and process the test.</p> <p>Share the following:</p> <ul style="list-style-type: none"> • NHS instruction leaflet • Training video and online resources on the document sharing platform • Contact details if queries • Process for reporting incidents • PPE provision 		L	<p>Staff test twice weekly and report their results.</p>	<p>Ongoing</p>	L

	<ul style="list-style-type: none"> Layout of testing space and one-way foot fall as per guidelines 					
	Rapid lateral flow testing guidance Rapid lateral flow testing guidance Schools (oxfordshire.gov.uk)		L		Ongoing	L
	Staff are aware of how to report their test results to school and to NHS Test and Trace.		L	Staff report results after each test.	Ongoing	L
	Staff are aware of how to report any incidents both clinical and non-clinical.		L	Staff have been advised. Staff can contact the HT for advice at any time.	Ongoing	L
	Process in place to monitor and replenish test supplies Process in place for appropriate PPE to be available.		L	School administrator, finance officer and caretaker regularly monitor supplies.	Ongoing	L

[Schools coronavirus \(COVID-19\) operational guidance \(publishing.service.gov.uk\)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf)

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