

COVID19: Phase 4 - Full Opening from March Risk Assessment and Action Plan

SCHOOL NAME: Roding valley high school

OWNER: Mrs Jenner - Headteacher

DATE: 25th February 2021

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
- Child Protection Policy (Jan '21) – to cover lockdown Policies can be found on the school website [Policies](#)
- CYP Response Plan (Jan '21) -school plan on [website Safety Plan published](#)
- 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'

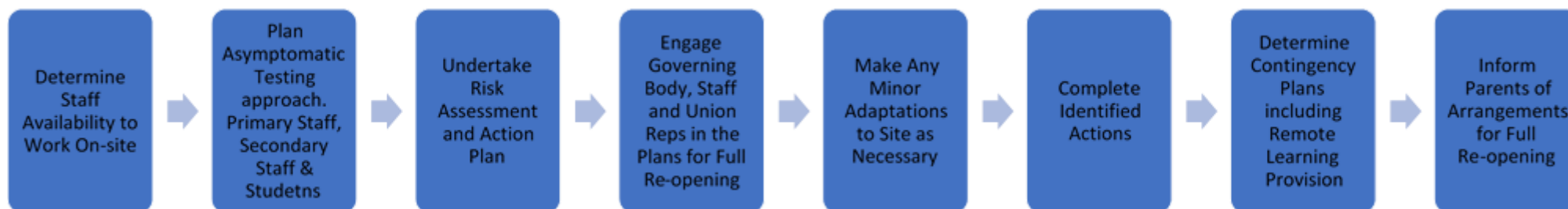
COVID Risk Assessment Phases 1-3 - previous Risk Assessments from phases of opening - same safety plan as autumn term except for adherence to government change on recommendation of face coverings in the classroom.

The school has followed all guidance from the government - Coronavirus Operational Guidance Feb 2021 [Link](#)

Restricting attendance Lockdown Feb 2021 and Safe Working in education including the use of PPE

Essex HR Update FAQ click here for school's reopening 8th March 2021

Risk Assessment for Full Re-opening:



Risk Assessment/ Action Plan Sections:

Engagement in Risk Assessment and Planning	3
Site Arrangements	3
Emergency Evacuations	4
Cleaning and waste disposal	4
Classrooms	6
Staffing	7
Group Sizes	11
Social Distancing	11
Transport	13
Catering	14
PPE	15
Response to suspected/ confirmed case of COVID19 in school	15
Remote Education Plan	16
Safeguarding	16
Curriculum / learning environment	17
CYP with SEND	18
Attendance	19

Communication	19
Governors/ Governance	21
School events, including trips	21
Finance	22

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.					
Site Arrangements	Office spaces re-designed to allow office-based staff to work safely	Office does not allow for adequate space between staff members, no windows for ventilation.	M	Office staff desks repositioned. Face coverings to be worn where 2m distancing cannot be adhered to.	25/02/21	L
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	Bottlenecks likely at the entrance to the school. Social distancing unlikely to be maintained.	M	2-meter markers are present on the floors. One way system in place to enter and exit the school. Directed routes around the school site. Signage in place. Staggered start/finish times for students.	25/02/21	L
	Consideration given to premises lettings and approach in place.	Hall repurposed as a classroom. Cannot be let and reassembled with sufficient time for cleaning in between Sports Hall being used as a testing centre for 2 weeks from the 8th March..	M	Lettings cancelled following government/trust guidelines. Lettings will resume when allowed. provide COVID risk assessments.	25/02/21	L

	Consideration given to the arrangements for any deliveries.			Site staff are on hand to receive deliveries.		
	Dedicated <u>testing site</u> organised signage up and cleaning processes in place (see full guidance available).	volunteers Capacity		<p style="text-align: center;"><u>TESTING PLAN</u></p> <ul style="list-style-type: none"> • Testing Training for staff • letter to parents from LA • parents from school 		

<p>Emergency Evacuations</p>	<p>Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of an emergency the priority is getting out of the building calmly regardless of social distancing.</i></p> <p>Consideration given to staff with responsibilities are assigned or reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<p>Evacuation routes would cause multiple groups/bubbles of people to come into contact.</p> <p>Staff needing to work from home are fire marshalls and so reassignment necessary.</p>	<p>M</p>	<p>Evacuation procedure remains in force as students are lined up in bubbles, all students and staff wear face coverings in corridors and would follow a one-way evacuation route.</p> <p>Fire drill provides cover for Simon Hearn the Site Manager</p> <p>Fire drill.</p>	<p>25/02/21</p>	<p>L</p>
-------------------------------------	---	---	----------	---	-----------------	----------

Cleaning and waste disposal	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance .			<p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Hand towels and handwash are to be checked and replaced as needed by site staff School staff should report any concerns immediately to siteteam@rodingvalley.net</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p>		
	Cleaning staff capacity is adequate to enable enhanced cleaning regime.			Contact reviewed with the contractor by the site manager. Additional cleaners employed.		
	<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>No hand sanitiser for visitors to reception.</p> <p>Classrooms do not have tissues.</p> <p>Low supply of soap.</p>	M	<p>Hand sanitiser available at the school entrance and entrance to each building.</p> <p>Lidded bins in classrooms</p> <p>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</p> <p>Stock check and ordering schedule reviewed and order made.</p>	25/02/21	L

	Sufficient time is available for the enhanced cleaning regime to take place.		M	Cleaning contractors hours increased	25/02/21	L
	Waste disposal process in place for potentially contaminated waste, including testing waste.			Waste bags and containers - kept closed and stored separately from communal waste for 72 hours Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours). Hazardous waste collection organised.		
	Process in place for safe removal and/or disposal of face masks.			Face masks should be put in lidded bins.		

Classrooms	Classrooms allow as much space between individuals as practical.	Lack of social distancing in the classrooms		<p>Desks are placed facing forward in rows in one direction.</p> <p>Desks are spaced out as much as feasible with each classroom. The teacher has an area marked creating a 2metrespace around their desks and teaching space - they must teach from within this marked area.</p> <p>Individual class teachers must take responsibility to alert site staff if their classroom does not allow for a 2m distance at the front. If this arrangement cannot be moved/ resolvedthen the teacher will need to wear a face covering.</p>	25/02/21	
	Classroom entry and exit routes have been determined and appropriate signage in place.			<p>Follow routes one-way around the school building. Students are not to enter the 2 metres taped area around the teacher desk. the teacher should maintain a 2-metre distance when greeting student or if standing at the door MUST wear a face covering.</p>	25/02/21	
	<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources.</p> <p>NB: <i>sharing of equipment should be limited to the bubble where possible and cleaned between uses if sharing across bubbles.</i></p> <p>Non-essential equipment or resources which are not easily washable or wipeable have been be removed.</p>	risk of contamination.	L	<p>Use of seating plans and cleaning of keyboards/equipment in between use.</p> <p>Students bring their own equipment to school wherever possible.</p> <p>Equipment that is not easily washable is not shared or used.</p>	25/02/21	L

	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.	No COVID19 information posters currently in place. Limited reminders/ awareness for children.	M	RVHS posters are clear and obvious all around the school site. There are clear direction signs on the floor for routes and one-way areas. Zones are clearly marked.		
	Furniture arranged to minimise contact as much as possible e.g. Desks side by side, facing front, where age-appropriate.	Chairs not comfortable for long term use i.e. science lab re-purposing as a classroom.	L	Handwashing signs in toilets and at the entrance to buildings to indicate the use of hand sanitiser.		L
				<ul style="list-style-type: none"> Repurposed stools with back to the Science labs where the KS3 students are stationed. 	25/02/21	
Staffing	Staffing numbers required for full re-opening have been determined including support staff such as facilities, IT, midday and office/admin staff.	Cannot fully reopen or offer on-site provision to all students		The HT and DHTs will assess staffing on a daily basis and make decisions based on on-site safety and the ability to safely supervise the students. Any closure would be made in conjunction with the CEO and the LA.		
	Approach to staff absence reporting and recording in place. All staff aware.			Continues as normal - all staff absence must be called into Staff Absence line (0208-418-8192) by 7am each morning, please ensure that you clearly state your name and the reason for your absence, if you have developed Covid Symptoms		

				please ensure that you also relay this to us in your message.		
	<p>Risk assessments in place for those staff who are shielding, (clinically extremely vulnerable), and appropriate arrangements for mitigating risk are identified.</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>	<p>The school has 7 CEV teaching staff, 1 cover supervisor and the site manager.</p>	H	<p>Arrangements made for teachers to provide remote learning from home.</p> <p>Will all work from home</p> <p>Agency staff employed to be in the classroom whilst they teach from home. Member of staff acting as YPL in school.</p> <p><u>Cover CEV staff</u></p>	25/02/21	L
	<p>Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.</p>			<p>Cover staff being bought in for longer periods to enable them to be trained and used to the safety procedures in place. They will be paired with a CEV staff member teaching at home.</p> <p>The staff that are under allocation are being asked to be in classrooms whilst the teacher teaches from home, maintain routines where needed.</p>	25/02/21	
	<p>Approaches for meetings and staff training in place.</p>	<p>Transmission from staff to staff</p>	H	<p>Meetings to be held remotely wherever possible. Meetings, where held, should be in larger venues to enable the staff present to socially distance themselves. Staff should be wearing face coverings in any communal area where social distancing cannot be maintained even within bubbles.</p> <p>Staff bubbles should be maintained, wherever feasibly possible, with the aim of reducing the number of contacts that a</p>	25/02/21	L

			<p>member of staff has during the school day. It must be recognised that some staff will by the nature of their job be in multiple bubbles and the risk is mitigated by the constant wearing of face-covering and social distancing.</p>		
	<p>Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision agreed and communicated.</p>		<p><u>Contingency plan for self -isolation</u></p> <p>KS4/5 will return on the 8th March whilst KS3 continue with their remote learning.</p> <p>Any remote learning provision will be set via our lockdown contingency timetable.</p> <p>WB 15th March - when all students are back in school</p> <p><i>In preparation for this, all staff must set calendar events for ALL of their timetabled lessons that includes a Google Meet link- in case of this group having to isolate.</i></p> <p><u>ALL students:</u></p> <p>Students isolated- Students who are isolating who are members of the ‘bubble’ that has been sent home, will be able to access all of their lessons from home via Google Meet. This protocol also applies to whole year groups being sent home. These live lessons will be 45 minutes. Based on staffing availability, it will be decided whether this should be a ratio of live</p>		

			<p>lessons & self-directed provision for each timetabled lesson.</p> <p><u>KS3-</u></p> <p>Students who have been identified as isolating that don't belong to the bubble sent home (friendship groups), will receive their lessons via 'Material' via their Google Classrooms- each subject will upload this work daily.</p> <p><u>KS4 & 5:</u></p> <p>Students who have been identified as isolating that don't belong to the bubble sent home (friendship groups), will receive all of their lessons as live lessons via Google Meet. Please note that</p> <p><u>Staff:</u></p> <p>In the event of staff bubbles closing, staff will teach their lessons (where applicable) from home and be supported by a cover teacher in the lesson. This will be subject to changes based on staffing availability. This protocol also stands for CEV staff.</p>		
	<p>Consideration given to the options for redeployment of staff to support the effective working of the school.</p> <p>If redeployment is taking place staff are aware of controls and</p>	<p>TA s / other staff are required to lead some groups as not enough teachers on site to cover numbers.</p>	<p>Staff will be redeployed as required to ensure the safety of the school community and to maintain the effective working of the school. All such demands would only be reasonable and planned for in advance wherever possible except in an emergency situation.</p>	<p>25/02/21</p>	<p>L</p>

	processes in respect of tasks they are unfamiliar with.				
	<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>	Absence	<p>Staff are aware of the school's Employee Assistance Program - all staff and partners have access to this service and are regularly encouraged to use it.</p> <p>Senior Line managers are on hand to fully support staff and team members.</p> <p>Headteacher will encourage direct approach for concerns.</p> <p>Wellbeing considered in strategic decisions. Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service</p> <p>https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx</p> <p>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements</p>	25/02/21	L
	Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.		<p>We are currently testing on-site but will according to government guidelines be moving to home testing for staff.</p> <p>Details will be provided to staff when kits arrive and we have further clarification on use.</p> <p>Microsite for instructions on testing</p> <p>Parent letters</p>		
	The approach for inducting new starters has been reviewed and updated in line with current situation.		All agency /new staff receive full training and induction into safety procedures		

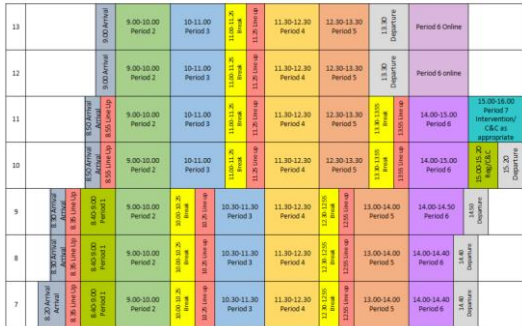
	Arrangements to return any furloughed staff in place.			Catering staff to return week beginning 8th March		
	Any staff contracts that need to be issued, extended or amended considering the current situation have been.			Cover staff retained on contracts to Easter	25/2/21	
	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.			PM Reviews for support staff are ongoing, training on Blue Sky has been given and the deadline remains the 12th March	25/2/21	
	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>			Check with the contractor any requirements their employer has specified before the visit. Share school protocols.		
	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.			<p>Music lessons via Zoom or Teams.</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>	<i>To minimise transmission and reduce the number of contacts</i>	<i>M</i>	<p>In KS3 bubbles are set at class size. static in one room all day except for PE</p> <p>In KS4 - Year group bubble - static as possible but do move for options and PE all classes have seating plans</p> <p>KS5 - Year group bubble - use of study centre, go home in the afternoon for remote learning</p>	<i>25/02/21</i>	<i>M</i>
	Staffing allocations to groups determined, minimising contact with multiple groups as much as possible			<p>As far as possible but follows the secondary timetable</p> <p><i>Secondary school curriculum means multiple teachers and classrooms risk is mitigated by staff having to maintain a 2-metre social distance from all students</i></p>	<i>25/02/21</i>	<i>L</i>
	Identified solutions to any workforce capacity issues are in place.			<p>Agency staff are brought in to replace the CEV staff</p> <p>Some part-time staff are working full time in this period to support the CEV staff</p>		

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 	<p>Secondary school curriculum means multiple teachers and classrooms</p>	<p>Organise the school into zones per bubble, to reduce movement and interaction between bubbles in corridors and communal spaces.</p> <p><u>Full safety plan is published on our website</u></p> <p><u>https://rodingvalley.net/about/covid-19-safety-measures/</u></p> <p>Toilets are allocated to bubbles and zones. Toilets are cleaned between bubbles where appropriate.</p>	<p>25/02/21</p>	<p>L</p>
	<p>Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.</p>		<p>On arrival, students wait in outside zone, on instruction form an orderly queue and follow the teacher into the building using a one way allocated route.</p>		
	<p>Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.</p>		<p>Updated Behaviour Policy <u>https://rodingvalley.net/wp-content/uploads/2020/12/Addendum-to-Behaviour-Policy-for-September-2020-Updated-Dec-2020.pdf</u></p> <p>students were very compliant in the autumn term</p>	<p>25/02/21</p>	<p>L</p>

			<p>Conversations with parents of individual students</p> <p>Risks assessments and individualised approach in place for students who might struggle to follow expectations</p>		
Approach to assemblies – if still occurring, plan in place to manage social distancing.	<i>Currently, assemblies are cancelled. Bringing all children together for assembly would breach the bubble arrangements.</i>		<p>Assemblies are delivered remotely into classrooms</p> <p>Link to student safety assembly assembly</p>	25/02/21	L
Social distancing plans communicated with parents, including approach to breaches.			<p>All communications with parents are on the school website</p> <p>https://rodingvalley.net/current-parents/recent-letters/</p> <p>Letter sent to parents with full plans on 26th Feb and was also copied to all staff and governors</p> <p>https://rodingvalley.net/wp-content/uploads/2021/02/Letter-to-Parents-Regarding-the-School-procedures-for-re-opening-from-8th-March-2021-from-the-Headteacher.pdf</p>	26/02/21	L
Arrangements in place for the use of the playground, including equipment.			Playgrounds are in Zones		

				<p>No play equipment</p>		
Transport	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.			<p>Parent letters re-opening in safety plan</p> <p>Students encouraged to walk to school where possible</p>	01/01/21	/
	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			<p>Students to follow safety plans and follow government guidance</p> <p>To wear face-coverings on public transport</p>		L

	distancing protocols where possible.					
	Children and young people reminded to wear face coverings on public and school transport.			Reminded in parent letters and student re-opening assembly		
Catering	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.		M	Re-open kitchen to provide hot and/or cold meals for children. Food to be served in each zone to ensure the integrity of the bubbles	02/03/21	LL
	Arrangements for the continued provision of FSMs for eligible children not attending school due to shielding or self-isolation are in place.			We will revert to food parcels when the school has reopened	02/02/21	L
	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.			Staggered break time The Structure of the School Day 	02/02/21	L
	Arrangements for food deliveries in place			FSM parcels were available for collection and delivered by school mini bus to the most vulnerable		

PPE	PPE requirements understood and appropriate supplies in place.			<p>Testing PPE moved to Sports Hall</p> <p>Medical room has appropriate supplies of PPE</p>		
	<p>Approach to face coverings updated to include inside the classroom where social distancing is not possible, for secondary schools and outside of the classroom only for primary staff.</p>			<p>Our COVID safety plan remains the same as in the autumn term with the addition that face coverings MUST be worn at all times inside the building if a social distance of 2 metres cannot be observed. Visors can no longer be worn as a replacement for face coverings where social distancing cannot be observed, but if the teacher remains in their 2-metre box then they do not need to wear a face-covering in the classroom. If they do step outside of the 2-metre box then they MUST put one on. Face coverings would have to be worn in all communal offices and meetings should remain remote wherever possible.</p> <p>Students will wear a face covering at all times inside the school building unless they have an exemption card. YPLS /TPI/SDY will issue exemption cards liaison with parents.</p> <p>Students with exemption cards will be considered on the seating plan to prevent the transmission of the virus. They will be seated away from the teacher and wherever feasibly possible in the room, socially distanced from the other students. To be reviewed at Easter.</p>	01/02/21	

<p style="text-align: center;">Response to suspected/ confirmed case of COVID19 in school</p>	<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 			<p>HT/ DHT to be informed of the positive case who will lead actions.</p> <p>Contact Essex and contact NHS Track and Trace.</p> <p>If the child is in school - remove immediately and isolate in vented room in wooden reception (follow the protocol from autumn term)</p> <p>Call parents to collect the child.</p> <p>Instigate in-school track and trace to identify all close contacts and send them home to self-isolate.</p> <p>If the bubble needs to self-isolate then remove to an outside area, text parents and then release home.</p> <p>actions re positive case - autumn 2020</p> <p>This is the definition of close contact; For the purposes of contact tracing and isolation, however, 'close contact' means having face-to-face contact with someone less than a metre away (even if a face-covering or face-mask is worn) or being within 2 metres of an infected person for 15 minutes or more.</p> <p>Our staff should not be engaging in close contact with students.</p> <p>We identify close contacts from class lists, seating plans and friendship groups.</p>		
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> • Cleaning procedure in place 			<p>Follow all instructions given from PHE and Essex</p> <p>Communication letter to parents to be sent</p>		

	<ul style="list-style-type: none">● Arrangements for informing parent community in place● Contact tracing arrangements if needed			<p>Students to adopt contingency learning if directed to self-isolate as identified as a close contact</p> <p>Staff to follow the seating plans to allow close contact identification</p>		
--	---	--	--	---	--	--

<p style="text-align: center;">Remote Education Plan</p>	<p>Contingency plan for remote learning developed should self-isolation or restricted attendance be required.</p>	<p style="text-align: center;"><i>Use of google classroom</i></p>	<p style="text-align: center;"><u>Contingency plan for self -isolation</u></p> <p>KS4/5 will return on the 8th March whilst KS3 continue with their remote learning.</p> <p>Any remote learning provision will be set via our lockdown <u>contingency timetable</u>.</p> <p style="text-align: center;">WB 15th March - when all students are back in school</p> <p style="text-align: center;"><i>In preparation for this, all staff must set calendar events for ALL of their timetabled lessons that includes a Google Meet link- in case of this group having to isolate.</i></p> <p style="text-align: center;"><u>ALL students:</u></p> <p>Students isolated- Students who are isolating who are members of the ‘bubble’ that has been sent home, will be able to access all of their lessons from home via Google Meet. This protocol also applies to whole year groups being sent home. These live lessons will be 45 minutes. Based on staffing availability, it will be decided whether this should be a ratio of live lessons & self directed provision for each timetabled lesson.</p> <p style="text-align: center;"><u>KS3-</u></p> <p>Students who have been identified as isolating that don’t belong to the bubble sent home (friendship groups), will receive their lessons via ‘Material’ via their Google</p>	<p style="text-align: center;"><i>05/01/21</i></p>
---	---	---	---	--

				<p>Classrooms- each subject will upload this work daily.</p> <p><u>KS4 & 5:</u></p> <p>Students who have been identified as isolating that don't belong to the bubble sent home (friendship groups), will receive all of their lessons as live lessons via Google Meet. Please note that</p> <p><u>Staff:</u></p> <p>In the event of staff bubbles closing, staff will teach their lessons (where applicable) from home and be supported by a cover teacher in the lesson. This will be subject to changes based on staffing availability. This protocol also stands for CEV staff.</p>		
	Technology support in place. DFE laptop allocation ordered, for contingency purposes.			received 79 laptops - all students have access to technology from lockdown Spare laptops ready to distribute in the event of self-isolation	2/3/21	L

Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.			Staff refresher training session on processes and procedures and the revised wellbeing material. All welfare call/ CPOMs updated Non-engagemnet tracker in place Counselling service in place	01/03/21	
	Updated Child Protection Policy in place (Feb 2021).			Adopted most recent CLP Child Protection Policy Feb2021 https://rodingvalley.net/about/policies/	01/03/21	
	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.			Vulnerable children have individual risk assessments and considered on a regular basis within the vulnerable panel.	2/3/21	L
	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.			Physical contact with any student is to be avoided and would only result in the case of extreme emergency or necessary restraint	2/3/21	L
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.	COVID Catch up		Clear focus of the school improvement group with the school curriculum leads	2/3/21	
	Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?			Curriculum leads plan delivery of creative arts subjects in line with government guidance.		

	<p>Each activity should be risk assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> ● PE – including activity in the DFE guidance ● Practical science lessons ● DT/ FT 			<p>Classrooms are forward-facing in rows which restricts movement and contacts.</p> <p>PE follows all guidance and teaches in bubbles. Curriculum planned for individual activity lessons. Science practicals have been demonstrations</p>		
	<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 ● capturing pupil achievements/ outcomes ● utilising the DFE ‘catch-up’ funding and programmes ● contingency remote learning plan 			<p>staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.</p> <p>NTP being used - ‘catch up’ funding also spent on teachers and providing revision resources to every exam child.</p> <p>Pause and reflect week planned with remote assessments. Contingency plan in place if students are self-isolating.</p>		
	<p>Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.</p>			<p><i>Reviewed on website.</i></p>	<p><i>2/3/21</i></p>	
	<p>Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.</p>			<p>Information and training provided to students on ongoing basis. Safer internet day. Information shared at parent forum via live stream.</p>		

				https://rodingvalley.net/info-faqs/keeping-children-safe/		
CYP with SEND	Approach to provision of the elements of the EHCP including health/therapies in place.			SEND /EHCP Risk Assessments put in place by SENDCo	2/3/21	L
	Annual reviews.					
Attendance	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.			COVID Recovery strategy published on website	2/3/21	M
	Approach to support for parents where rates of persistent absence were high before closure.			Attendance meetings Protocols followed Discussion Legal warning letters Attendance Information for Parents and Carers on website Wellbeing Page on website	2/3/21	L

Communication	Information shared with staff around the full re-opening plan , including amendments to usual working patterns/practices and groups.	Ensure all staff are aware of procedures and risks		Email sent to all staff Friday 26th Feb Email sent to all staff 1st March email Staff Briefing recorded and sent to all staff 2/3/21	2/3/21	
	Union representatives informed of full re-opening plans.			Shared with Unions and all staff	2/3/21	
	Updated Risk Assessment published on website.			Updated link on website	2/3/21	
	Communications with parents on the: <ul style="list-style-type: none"> ● Social distancing plan ● Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning ● Attendance ● Uniform ● Transport ● Behaviour ● Test and trace ● Staggered start and end times ● Expectations when in school ● Contingency plans 			Letters written to parents Parent Bulletin All on website Recent letters		
	Pupil communications around: <ul style="list-style-type: none"> ● Changes to timetable ● Social distancing arrangements ● Staggered start times 			Assembly / time with form tutors <u>Tuesday 2nd March Briefing Time</u>		

	<ul style="list-style-type: none"> ● Expectations when in school and at home ● Travelling to and from school safely 		<p>Form Tutors/ Academic mentors- You should have already created a Google Meet for your form class at 3.00pm and invited your YPL. This form time should last 30 minutes and the following should take place;</p> <ol style="list-style-type: none"> 1. A register (as this forms part of our welfare checks). A list of students who were absent should be sent to your Year Progress Leader. Do not use sims. 2. Show the following 'Return to School presentation' https://youtu.be/PYwGDbLWoJA (17 minutes) 3. Q and A session- Please answer any questions that the students may have and try to reassure them about their return. Please note- If you are unsure of any answers to student questions then please just take a note of these and explain that you will get back to them. Please don't guess at answers. Explaining that you will get back to them is fine. 		
--	---	--	---	--	--

	On-going regular communication plans determined to ensure parents are kept well-informed			Update website and twitter		
Governors/ Governance	Meetings and decisions that need to be taken are prioritised.					
	Governors have oversight of full re-opening plans and risk assessments. Approach to communication between Leaders and governors is clear and understood.			Shared with governors Presented at LGB and Standards Committee	2/3/21	
	Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. <i>Refer to Headteacher wellbeing materials.</i>					
School events, including trips	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.			In line with current government guidelines there are no trips and visits	2/3/21	L
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.			A separate cost centre has been created	2/3/21	L
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM			School is not eligible for reimbursement claims for the additional cleaning and changes to the school site. The school has had to suffer these costs.	2/3/21	L

	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.			School has suffered financial loss due to reduced lettings and canteen income.. This has been discussed at the Finance Committee	2/3/21	
	Insurance claims, including visits/trips booked previously.			All trips reclaims were made and received.		
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> ● Cleaning ● IT support ● Catering 			Catering staff returned from furlough for 8th March 2021 It support - inhouse Cleaning has been enhanced and reinstated.	2/3/21	
	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.			Trust purchased testing software to support mass testing. All trust support taken.		
Before and after school clubs	Approach in place for before/after school clubs implements the necessary protective measures including restricted attendance			After school outside sports clubs will start after Easter. Indoor clubs will resume when restrictions allow. Full details of these can be accessed here including the necessary protective measures in place.	2/3/21	
Testing	Test kits are securely stored and distributed to staff and students (secondary) .			Stored in Sports Hall - students and Trust office for staff	2/3/21	
	Staff and students (secondary) are aware of how to safely take and process the test. Shared the following : <ul style="list-style-type: none"> ● NHS instruction leaflet 			<u>TESTING PLAN</u> <u>Testing Training for staff</u> <u>letter to parents from LA</u>		

	<ul style="list-style-type: none"> ● Training video and online resources on the document sharing platform ● Contact details if queries ● Process for reporting incidents 			<p>parents from <u>school</u></p> <p>Use of new software</p>		
	<p>Staff and students (secondary) are aware of how to report their test results to school and to NHS Test and Trace.</p>					
	<p>Staff and students (secondary) are aware of how to report any incidents both clinical and non-clinical.</p>					
	<p>Process in place to monitor and replenish test supplies</p>					