



FEDERATION OF ST JOSEPH'S JUNIOR, INFANT & NURSERY SCHOOLS

RISK ASSESSMENT FOR COVID-19 CRISIS

(INFORMATION FEEDING INTO THIS RISK ASSESSMENT IS AS FOLLOWS:

GOV.UK UPDATED DOCUMENTATION

LA DOCUMENTATION

DIOCESAN ADVICE

SCHOOL POLICY

FULL GOVERNING BODY INPUT

STAFF INPUT

PARENT RESPONSES

UNION INFORMATION

Review Dates

27.5.20

02.6.20

26.6.20

27.7.20

1.9.20

19.10.20

02.11.20

01.01.21

01.03.21

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
------------------	------------------------------------	---	--	---------------------------------

CONTEXT

7 PUPILS WITH EHCP
 46% FSM COMMUNITY
 HIGH DEPRIVATION FACTOR (SOME FAMILIES DO NOT QUALIFY FOR FSM, REQUIRE SUPPORT)
 2 PUPILS WITH COMPLEX BEHAVIOUR ISSUES
 SEND PUPIL- 30%
 3 SLT – HT, DHT & SBM
 3 DSL TRAINED STAFF
 SOME PARENTS’ LACK OF ENGAGEMENT WITH COMMUNICATION
 JUNIOR CLASS SIZES
 CLASS NUMBERS IN THE INFANT SCHOOL
 IMPACT ON WELLBEING –

Total numbers on roll normally:	
Nursery:	24
Reception :	36
Year 1:	60
Year 2:	40
Year 3:	60
Year 4:	43
Year 5:	58
Year 6:	46

POTENTIAL HAZARDS – CHECKLIST 1		SAFEGUARDING & VULNERABLE PUPILS		Assessment of Risk		
REF		Low	Med	High		
1.	SLT – co-ordinating provision			X		
2	DSL – Not having someone available			X		
3	Vulnerable pupils			X		
4	BAME			X		
5	FSM – Risk of financial, emotional problems			X		
6	SEND Pupils – EHCP (reintegration and access to learning)			X		
7	Keeping up to date with key information to inform actions. Inform Governors, staff, LA, Govt & parents	X				
8	Maintaining regular contact with staff	X				
9	Junior classrooms				X	
10	Junior/Infant group sizes				X	
11	Mental health wellbeing				X	

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
-----------	-----------------------------	--------------------------------------	--	--------------------------

ACTIONS TAKEN TO ADDRESS RISKS	
SLT Ensure policies, procedures are followed & continuity of Safeguarding leadership Nov – amendments Jan – amendments March – amendments	<p>SLT- comprises of 3 members HT, DHT, SBM (co-ordinate with C of G) - Meet regularly (in person, virtually) and additionally with the SENCO to address issues - relating to Vulnerable/SEND pupils. Should HT become unwell, SLT are informed and able to act.</p> <p>All parents have access to HT account head@st-josephs-jun.croydon.sch.uk HT responds asap and copies SLT into replies DHT updates safeguarding policy with addendums/based on up to date information Nov – limit face to face meetings. Where ever possible virtual, telephone or meet with social distancing and limit time spent. Jan – Ensure meetings are kept to maximum of 15 minutes - March – Continue with meetings in larger, ventilated spaces</p>
DSL Ensure onsite DSL Nov – amendment Jan – amendments March – reviewed	<p>Always a DSL on site together with a member of SLT (LF, VG, KF) LA send regular updates and information is shared weekly between DSLs (HT) Ensure all procedures are reviewed in line with COVID-19 and shared with staff (DHT) Regular meetings held. Minutes and information recorded in ‘Crisis file’ Information shared on a need to know basis – key staff informed as appropriate Register maintained of vulnerable pupils Nov – limit face to face meetings Where ever possible virtual, telephone or meet with social distancing and limit time spent. HT in contact with LA should additional DSL support be required in the event of all DSLs having to self-isolate. School can continue function with only 1 DSL on site. Jan – Additional DSL trained (DN)</p>
Contact with VULNERABLE PUPILS includes: <ul style="list-style-type: none"> • Pupils with child in need plans • Pupils on child protection plans • Looked-after children • Pupils with education, health and care (EHC) plans 	<p>SLT/SENCO identified vulnerable pupils (SEND, pastoral, financial) in consultation with staff & set up register Identified pupils are called weekly or twice a week where necessary, for high risk pupils . Information is shared with other agencies involved Staff share concerns with DSLs following telephone calls. DSL escalate if necessary All information is recorded Invite children into KW provision. Liaise with external agencies where applicable - If families cannot be contacted, follow up calls are made. With serious concerns, emergency services will be contacted If contact cannot be made, contact children’s services/Octavo for advice Complete individual risk assessments and send to Croydon (SENCO) Maintain log of communication – speak to the child where there are high levels of risk. Where external agencies are involved, ensure either school or the agency has made contact with the child.</p>

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
-----------	-----------------------------	--------------------------------------	--	--------------------------

<ul style="list-style-type: none"> Pupils on the 'edges' <p>The DfE says if it is at all possible, children who can be safely cared for at home should stay at home.</p> <p>July – amendment made</p> <p>Oct –amendments</p> <p>Nov – amendments</p> <p>Jan – amendments</p> <p>March -amendments</p>	<p>Virtual TAF meetings are held SLT ensure that all pupils are supported and families contacted via email or calling personally. Concerns have been followed up immediately. This will continue into other phases</p> <p>Phase 2 Vulnerable pupils continue to be encouraged to come in. Where there are significant concerns with individual children, advice will be sought from Croydon and parents involved in the discussions. If the provision required poses high risks to the pupil and others, it will not be possible to have the child in school. Croydon will be contacted for advice and to seek alternative provision if possible. Continue to keep staff informed of updated information. Information shared through Egress or other secure portal DSLs/staff working remotely, have contact details for safeguarding team Make sure children and parents know where to go if they need help Give them emergency contact details for your school and safeguarding team (use work phone numbers), and the LA social care team. Share the number and page for Childline (0800 1111, https://www.childline.org.uk/) – website</p> <ul style="list-style-type: none"> Red: pupils who are at most risk of harm or neglect and have the fewest protective factors (e.g. those with a child protection plan) Amber: pupils who are at a moderate risk of harm, with some protective factors (e.g. pupils identified as a 'child in need', and those with a social worker) Blue: you have some concerns, or the pupil has previously been at 'red' or 'amber' and still needs to be monitored <p>27.7.20 - All pupil expected in as from 03.09.20. Any absences will be followed up immediately, in line with normal attendance policy. Should pupils not attend, owing to self-isolation or for medical reasons, above policy will be followed and medical advice sought.</p> <p>October 2020 – New codes used register of pupils self-isolating with expected dates back Liaise with parents regarding testing. School to offer tests if absolutely necessary. Gov guidelines followed Key information regularly shared with parents in newsletters. PHE and LA letters shared with parents</p> <p>November 2020 – Vulnerable pupils not attending school continue to be contacted regularly via telephone calls and zoom. EWO involved. Registers and call logs maintained with key information and contacted made with external agencies if necessary.</p> <p>January – Call logs to be stored on T & L drive/Teams Cause for concern logged on CPOMS</p>	
--	---	--

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
-----------	-----------------------------	--------------------------------------	--	--------------------------

	March – Continue with current practice of maintaining regular contact. Staff to be vigilant in identifying possible vulnerable pupils/families as a result of lockdown. Communicate with SLT			
	<p>High number of BAME pupils in school – high risk factor Increased risks as many families will be reliant on public transport SLT/SENCO aware of vulnerable families within this category and monitor their wellbeing, attendance closely Information shared with staff as necessary All normal safety precautions taken as for all pupils</p>			
FSM July – amendment made Nov – amendments made Jan – amendments March – amendments	<p>Staff consulted before lockdown about vulnerable/potentially vulnerable families – (financial, emotional, other areas) SENCO/SLT compiled a register and these families are regularly contacted</p> <p>Issue of FSM vouchers</p> <p>FSM vouchers – The SBM has ensured all families receive vouchers and addresses issues. He has continued to do this in his own time to ensure families are supported</p> <p>Additional funding has been provided for families who fall outside of the FSM entitlement. School has funded these families.</p> <p>Information from regular phone calls informs SLT of families who are struggling. SLT/SENCO follow up with support</p> <p>SLT contact families (in the evening where appropriate) and ensure support is provided.</p> <p>Concerns are followed up immediately SLT have used local initiatives – charities, food banks</p> <p>Phase 2 – Ensures these actions continue even if some FSM pupils return to school</p>		<p>27.7.20 – All pupils expected to return as from 03.09.20</p> <p>SLT to meet with vulnerable families to update current situation and provide additional support if necessary</p> <p>Forms to be handed out to all parents in September encouraging them to check for eligibility for FSM and authorise school to apply on their behalf. https://pps.lqfl.org.uk/ for parents to use the LGfL eligibility checker.</p> <p>Nov – Reviewed register and added vulnerable pupils who don't qualify for FSM funding. Offer made of free Wi-Fi for families. Devices distributed to support remote learning</p> <p>Jan New excel sheet set up with current information on FSM, vulnerable pupils</p>	

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
-----------	-----------------------------	--------------------------------------	--	--------------------------

			<p>March - continue to monitor FSM families and provide additional support if necessary.</p>	
<p>SEND PUPILS 27.7.20 – amendment made</p> <p>Nov – amendments made</p> <p>March – amendments</p>	<p>SENCO set up register and maintains regular weekly contact Liaises with Croydon SEND Advisors</p> <p>SENCO has supported staff and families with ideas for home learning</p>	<p>SENCO has contacted individual families who have children in targeted year groups due to return.</p> <p>Where it is impossible to ensure safety for the pupil and others, plans have been agreed to delay phased return to school. Croydon have been informed of outcomes Pupils with EHCP are contacted weekly and invited into school. Parents choosing to keep their children at home, are supported through with home learning.</p> <p>EHCP annual Reviews for identified pupils are held virtually or if children are in school then through a face to face meeting if appropriate and safe</p>	<p>27.7.20 Continue with normal practice and follow up for additional support from Croydon where necessary.</p> <p>Pupils with specific and severe SEND, attend on a part time basis with gradual increase of hours This has been agreed with Croydon SEND department (June 2020)</p> <p>Pupil with severe and complex behavioural needs. School being supported by Croydon. Normal behavioural policy/exclusion policy will be maintained as outlined in Gov.uk guidelines</p> <p>Nov – SENCO/SLT to provide alternative learning resources for pupils not benefiting from online remote learning. Practical resources</p> <p>March – Individual RA in place for some 1:1 and other identified SEND pupils. Staff involved in assessing risks and provision</p> <p>Parents involved</p> <p>Where appropriate, pupils attend on a staggered timetable</p>	

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
-----------	-----------------------------	--------------------------------------	--	--------------------------

<p>Review of Safeguard policy with COVID-19 addendum child protection policy to include provision for specific issues relating to the crisis.</p>	Yes – approved by FGB in April 2020	Presented again on 28 th May 2020	Presented to Governors in July 2020 Jan – shared with FGB via email	
<p>Register of staff on site Maintaining regular contact July – amendments made Oct – amendments Nov amendments Jan – amendments March – amendments</p>	<p>Staff sign in and out when they are in school Staff are on a rota to attend, once in every four weeks SLT maintain regular contact with staff, via email, calls. Staff able to come in if they wish (still adhering to Lockdown advice/restrictions)</p>	<p>Staff continue to register manually and must use their own pen. Staff allocated to small teaching groups in specific teaching areas and will remain in their bubble Different staff rooms set up to support staff working in a bubble.</p>	<p>1.9.20 – Signing in and out procedure as normal Staff to sign in and out when attending during the summer break. Letter sent out to all staff end of term, urgent updates will be communicated over the summer break if necessary. Briefing sheet to be circulated week prior to returning to school (1.9.20) Oct – Continue with above Minimise visitors on site. Only key staff linked to H & S. Visitors accessing outdoor areas can continue to come in (particularly those linked to premises issues) Supply Teachers – SLT to check agencies Covid-19 risk assessment If possible, limit to same supply teacher coming in. Jan – inform agencies of positive tests in school. Limit agency staff in school March – Request that supply staff on site take a lateral flow test prior to being in school or on arrival to school site. Check with the agency that they have not been in contact with positive cases.</p>	

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
-----------	-----------------------------	--------------------------------------	--	--------------------------

<p>Specific issues- Size of junior classrooms</p> <p>July amendments made Nov – amendments made Jan – amendments made March – amendments</p>	<p>Junior classrooms for KW children. Classrooms have been thoroughly cleaned before junior staff came in on the 19th May and will be deep cleaned over the half term break</p>	<p>Year 6 to grouped in small teaching groups of 8. Each group to be taught by a Junior class teacher supported by a TA If staff attendance falls, SLT will review whether or not it is safe to continue with provision. Classrooms have been set up with a maximum of 9 tables, laid out with sufficient distance to allow for social distancing.</p>	<p>Continue with actions for Phase 2 Evaluate in relation to up to date medical, Government & LA advice 27.7.20 – Juniors to use middle areas outside the classroom for groups. Each class to have a designated area</p> <p>Desks front facing children should not sit facing each other</p> <p>Children should have their own resources.</p> <p>Children need to be supervised when moving around the school.</p> <p>Children need to remain in their class bubbles.</p> <p>Children must not gather in the hall or any other communal areas.</p> <p>There should be no singing or shouting.</p> <p>Timetable – stagger drop off, collection: children arrive in staggered groups across the year groups. They will stand at least 1 metre apart. Staff will organise cleaning/sanitising of hands</p> <p>Class bubbles will remain together throughout day, in base room and designated outdoor area.</p> <p>Nov -Staff requested to wear mask when moving around the premises and particularly between schools.</p>	
---	--	--	--	--

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
-----------	-----------------------------	--------------------------------------	--	--------------------------

			<p>Staff may be exempt for medical reasons. Need to clarify it with SLT</p> <p>Masks do not need to be worn during teaching times</p> <p>If a bubble has to be shut during school time, SLT will notify that bubble to remain in their classrooms. Parents will be contacted to collect pupils asap. Appropriate letters will be sent out to the year group bubble and a general letter to the school and staff. Chair of Governors will be notified, along with PHE & LA.</p> <p>Jan – Change organisation of bubbles. Each class to work as a separate bubble with its own staff</p> <p>Only specific staff to work across bubbles for PPA cover and strictly maintain and follow guidelines</p> <p>At least 2 metres apart</p> <p>ICT in Hall</p> <p>PE outdoors</p> <p>Music and other tuition – in time slots of 15 minutes if covered by non- class based staff</p> <p>March – Year groups to be a bubble. Not possible owing to lack of staff to maintain class bubbles. Review as over the next two weeks.</p>	
--	--	--	--	--

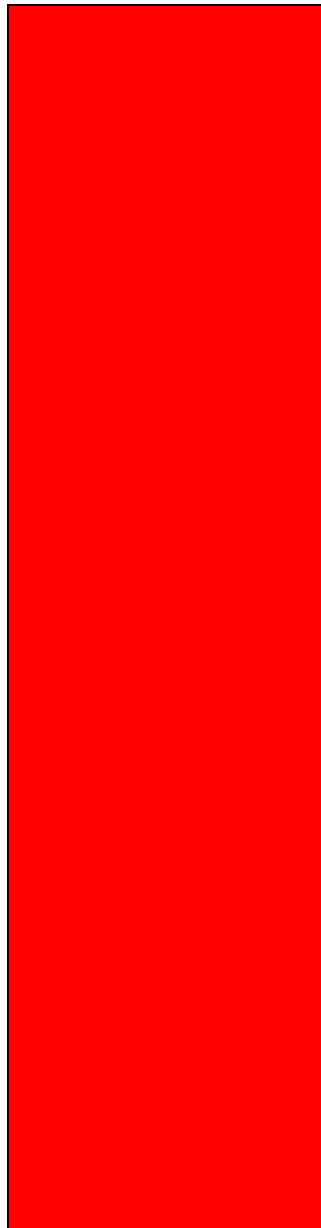
CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
-----------	-----------------------------	--------------------------------------	--	--------------------------

<p>Nursery, Infant & Junior teaching groups</p> <p>27.7.20 – Amendment made</p> <p>Oct –amendments relating to Y1 classes</p> <p>Jan – amendments made</p> <p>March – amendments</p>		<p>Teaching groups are set up following suggested Government guidelines. 8 teaching groups in the Juniors. 12-14 in the Infants (classroom are larger with 2 adults supporting)</p> <p>24.5.20 – Govt guidelines changed - EYFS recommendation, groups should not be more than 8 but can be up to 15. Proposed provision for Reception (based on the 25.5.20 directive</p> <p>2 groups of 6 in each group, with staggered timetable and use of 2 closely located areas.</p> <p>This enables supervision of both groups by 2 adults. The 12 will be treated as one bubble but spread over an area, to ensure social distancing. Classrooms have been set up to accommodate for social distancing The Nursery building is being used for a group of Year 1 pupils, together with Classrooms S & E Reception – Groups based in P, H, J, O, Infant/outdoor area/library area/phonics room.</p> <p>Children are to use the outdoor areas wherever possible. These areas will be risk</p>	<p>27.7.20 - Desks front facing children should not sit facing each other</p> <p>Children should have their own resources.</p> <p>Children need to be supervised when moving around the school.</p> <p>Children need to remain in their class bubbles.</p> <p>Children must not gather in the hall or any other communal areas.</p> <p>There should be no singing or shouting.</p> <p>Timetable – stagger drop off, collection: children arrive in staggered groups across the year groups. They will stand at least 1 metre apart. Staff will organise cleaning/sanitising of hands</p> <p>Class bubbles will remain together throughout day, in base room and designated outdoor area.</p> <p>Use outdoor space as much as possible.</p> <p>Windows and doors kept open for ventilation in all areas of the school.</p>	
---	--	--	--	--

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
-----------	-----------------------------	--------------------------------------	--	--------------------------

		<p>assessed, carefully managed to ensure health and safety measures are met and observed. Spread over larger areas to minimise contact</p> <p>Each group to have access to outdoor areas. Forest Area, field, Playgrounds, angel gardens, Reception outdoor area. Areas timetabled to support social distancing.</p> <p>Key worker children to be based in the Garden Hall and Library (the latter only if numbers exceed 20) Maximum numbers to be admitted will be 25</p> <p>Marquees will be available on the field and in the playground, but social distancing to be observed.</p>	<p>Individual sets of equipment where appropriate</p> <p>Equipment regularly cleaned/wiped</p> <p>Remove soft toys, furnishings, unnecessary items</p> <p>Use of staffroom staggered, no close contact/socialising as normal</p> <p>Children should bring in only essential items – (eg. Water bottles) the minimum and should keep belongings on their peg.</p> <p>PE KITS – to be worn in school on days of PE. Children to remain in their PE kits all day</p> <p>PE kits to be kept at home on non-PE days. STAFF TO SHARE WITH PARENTS TIMETABLES AND PE DAYS AHEAD.</p> <p><u>ONE WAY SYSTEMS/STAGGERED DROP AND PICK UP TIMES</u></p> <p><u>INFANTS</u></p> <ul style="list-style-type: none"> • All infant children to enter via double gate infant playground entrance on Crown Dale. SLT on duty at the start and end of the day 	

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
-----------	-----------------------------	--------------------------------------	--	--------------------------

			<ul style="list-style-type: none"> • Reception to enter classrooms via their outdoor area. Parents to leave at the gate to outdoor area and leave via the field , join the path and exit via Infant gate on Woodend • Nursery to enter Nursery area via gate to Nursery on the field and the exit as above • Y1 – staff to take children in via the entry door adjacent to the staffroom. Parents to leave at designated point in the playground and exit via the path adjacent to the Nursery overlooking Infant classrooms. Then exit via Infant gate on Woodend • Y2 – Children to walk to the external door to their classroom. Parents to exit via lower path and exit premises via Infant gate on Woodend <p>At the end of the day, parents will wait in the playground observe appropriate distances and be called to a designated point outside the classrooms. Staff will ensure appropriate distancing, so parents are not congregating in large groups.</p> <p>March - Supply teachers to cover only as a last measure. Checks to be in place. Supplies</p>	

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
-----------	-----------------------------	--------------------------------------	--	--------------------------

			<p>to be informed of safety guidelines to follow</p> <p><u>Junior</u> Y3 – Y6 Children will enter unaccompanied from the junior gate on Woodend. Y5 & Y6 walk through the playground and enter via 5 & 6 entrance. Y3 & Y4 will enter via the junior playground, follow the path to the 3 & 4 entrance.</p> <p>End of the day. Classes will be lead out to designated area and parents will collect from there. Parents will exit via the path adjacent to the Garden Hall and will exit via the Infant gate on Woodend.</p> <p>Parent will be encouraged to leave the premises as soon as possible. Start and finish times will be staggered and continually reviewed.</p> <p>March – special arrangements to be made for pregnant parents or others assessed to be vulnerable.</p> <p>Academic Mentor to be based in KS2 and work with identified groups. Cross bubbles, but to follows guidelines Maintaining distance breaks between sessions</p>	

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
-----------	-----------------------------	--------------------------------------	--	--------------------------

			<p><u>BREAKFAST AND AFTER SCHOOL CLUB (7.30 A.M. YO 6.00 P.M.)</u> This will resume from Monday, 7th September. Children will be kept in their year group bubbles. Junior children will be spread out over the junior hall and infants in the Garden Hall. HT & SBM met with Mrs Stephanie Odewale to discuss RA and provision in place. Mrs Odewale to supply copy of her RA</p> <p>Children attending BASC will enter via junior gate on Woodend and exit via Infant gate. They will follow school procedures in place.</p> <p>BASC to keep a list of daily attendance and share with school to ensure track and trace, should there be an outbreak.</p> <p><u>Processes to be regularly reviewed in line with up to date Gov guides.</u></p> <p>Effective infection protection and control</p> <p>Sanitisers located across schools in key locations</p> <p>Hand washing regularly - on arrival and before leaving, and frequently throughout the day</p> <p>Good respiratory hygiene - catch it, bin it, wash hands, or catch it in your elbow</p> <p>Cleaning surfaces frequently</p>	
--	--	--	---	--

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
-----------	-----------------------------	--------------------------------------	--	--------------------------

			<p>Minimising contact, no mixing between bubbles, use of dedicated breaktime space, staggered breaks, social distancing of '1m plus' inside.</p> <p>Ventilation, maximise use of outdoor space by working outside where possible</p> <p>Staff Toilets: Maintain distances (maximum of 2 at a time) , clean seat, flush with lid down, wipe the flush and handles.</p> <p>October – Y1 classroom reorganised to allow for more of an EYFS structure. Some carpet space for learning.</p> <p>Jan – Change organisation of bubbles. Each class to work as a separate bubble with it's own staff</p> <p>Only specific staff to work across bubbles for PPA cover and strictly maintain and follow guidelines</p> <p>At least 2 metres apart</p> <p>ICT in Hall</p> <p>PE outdoors</p> <p>Music and other tuition – in time slots of 15 minutes if covered by non class based staff</p> <p>March – met with Mrs Oduwale to evaluate her RA. Clarified that children are to remain in year group</p>	

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
-----------	-----------------------------	--------------------------------------	--	--------------------------

			<p>bubbles and staff to maintain 15 minute rule and social distancing if they are crossing year bubbles.</p> <p>Children to be based in the hall and the new Library, depending on numbers</p>	
<p>Impact on everyone's mental health wellbeing</p> <p>(see additional information on staff wellbeing)</p> <p>July – amendment made</p> <p>Jan – amendments made</p> <p>March – amendments made</p>	<p>Staff kept up to date with information and potential wider opening of school</p> <p>Regular meetings via zoom, in person where appropriate, via email and telephone contact</p> <p>Access to ELAS EAP support line</p> <p>Staff invited in to a meeting on the 18.5.20 – Infants</p> <p>19.5.20 – Juniors</p> <p>Risk assessment shared with staff></p> <p>Following actions taken:</p> <p>Walk through the site</p> <p>Risk assessment shared – staff given chance to contribute and question.</p> <p>Proposed timetable for wider opening shared</p> <p>Availability of PPE shared</p> <p>SLT set up classrooms to ease stress on staff)</p> <p>Information shared via zoom meeting in advance of coming into school (12.5.20)</p>	<p>Proposed wellbeing/safety/Prep week commencing, 1st June 2020:</p> <p>To fully prepare for opening</p> <p>Ensure staff know about PPE</p> <p>Risks addressed and RA shared again with staff.</p> <p>1:1 meetings with SLT</p> <p>Wellbeing sessions</p> <p>Staff will be given a bag with their PPE. They will be made aware of where to get further supplies. It will be their responsibility to ensure they keep their bags stocked up. Equipment will be stored in the HT office and quantities, monitored.</p> <p>Proposed staggered timetable for wider opening</p> <p>W/C 8.6.20 – Y6 return</p> <p>w/C 15.6.20 – Y1 and PT for Rec</p> <p>W/C 22.6.20 – Rec full time</p> <p>School will be closed on a Friday for deep clean.</p>	<p><u>27.7.20</u></p> <p>SLT have continued to shield staff from COVID-19 challenges by reducing work load, encouraging staff to leave the premises by 4.30 p.m.</p> <p>Where possible they will be encouraged to take PPA at home</p> <p>Regular meetings to be held to ensure wellbeing of all staff is supported.</p> <p>Shared information regarding travelling, quarantine, so all staff clear of expectations. Advice taken from school HR providers.</p> <p>HT regularly contacts staff who have been shielding.</p> <p>Regular meetings to continue.</p> <p>Expectations for planning and curriculum for September has been shared since June, to allow teachers time to plan during term time.</p> <p>DH to share timetables for cover, PPA and curriculum, so everyone is informed.</p> <p>Inset day – Welcome breakfast</p> <p>PPA – to be taken at home where ever possible.</p>	

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
-----------	-----------------------------	--------------------------------------	--	--------------------------

<p>Impact on everyone's mental health wellbeing</p> <p>(see additional information on staff wellbeing)</p> <p>27.7.20 – Amendment made</p> <p>01.01.21 – amendments</p> <p>March – amendments</p>	<p>Flexibility with rota system for covering KW provision (prior to wider opening of school)</p> <p>SLT is advised by HR and communicate info to staff.</p> <p>Staff reassured that they should make personal decisions about self-isolating based on medical advice and Govt guidelines. Where appropriate, school will reallocate responsibilities to support.</p> <p><u>ONLINE LEARNING SAFETY</u></p> <p>Teachers provide resources for learning, Online Learning/online safety co-ordinator uploads resources. She works closely with the DHT to update policies and ensure safety procedures are in place to safeguard pupils, staff and everyone.</p> <p>Year group emails have been set up for parents to directly email their year group teachers. Concerns are shared with SLT SLT monitor these emails and follow up concerns</p> <p>Online safety information is posted on the website and regularly</p>	<p>All provision is based on staff attendance.</p> <p><u>ONLINE LEARNING SAFETY</u></p> <p>As for Phase 1. Continue to rigorously monitor for those pupils not coming into school.</p> <p>Move towards introducing 'Google classrooms' mid-June. Children's work is set online, staff can mark and give feedback and upload teaching videos. Staff will have time to prepare during 'wellbeing' week. Will increase interaction between home and school. Add another layer of monitoring to identify potentially vulnerable families.</p> <p>Support will be given to pupils who do not have access to technology.</p> <p>Teaching groups have been set up, taking into account vulnerable adults/or those living with vulnerable adults. Current list in HT office, continually reviewed</p> <p>Should staffing numbers drop, owing to medical reasons or as a result of staff taking union advice (invoking Section 44 of the Health and Safety Legislation) then it will not be possible to offer this wider provision. However, KW provision will continue as it takes priority. (confirmed by Croydon)</p> <p>Parents will be notified of this</p>	<p>Key information shared and discussed.</p> <p>Regular weekly briefings, staff meetings. Staff briefing sheet sent out in advance.</p> <p><u>PUPIL WELLBEING & RECOVERY CURRICULUM</u></p> <p>Every child offered a transition session prior to the end of term. Uptake was 80%. Those not attending were contacted and information shared via google Classrooms.</p> <p>September –</p> <p>3-5th Sept – Transition focus</p> <p>7-14th Sept – Focus book 'Dot' Focus on wellbeing. Children to continue with a timetable of daily maths and English and use other sessions for foundation subjects. Emphasis will continue to be closing the gaps and addressing gaps whilst aiming to quickly work towards year group targets</p> <p>14th sept onwards – Normal timetable 7th onwards. Children will be baselined for English and Maths</p> <p>All staff will be supporting pupil wellbeing. Once we have a clear idea of individuals requiring further support, appropriate adults will be used to provide this support</p>	
--	---	--	--	--

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
-----------	-----------------------------	--------------------------------------	--	--------------------------

<p>Impact on everyone's mental health wellbeing</p> <p>(see additional information on staff wellbeing)</p>	<p>reviewed by Safety co-ordinator and DHT</p> <p>Currently no plans for zoom/teams lessons.</p> <p>Videos uploaded -Storytime, music tuition (not live)</p> <p>Staff are made aware of Safeguarding expectations when filming.</p>		<p>Catch up Government funding – This will be used as from Autumn 2 (in line with guidance)</p> <p>FOCUS: CLOSING THE GAPS TO ENSURE FUTURE EXPECTED/ACCELERATED PROGRESS.</p> <p>Expectation for staff is that all pupils make at least good progress from their baseline. Progress to be closely tracked using new Assessment Tracker.</p> <p>This will inform planning, teaching and learning sessions.</p> <p>Government expectation: All statutory testing/assessment will resume for the academic year 2020-2021</p> <p>Jan – PPA to be taken at home whenever possible.</p> <p>March – Prior to the 8th March, meet with all staff in small groups/via zoom and offer chance for a telephone call to those not in. Go over measures in place, carry out individual RA where necessary. Adjust where necessary. All staff to be in from the 1.3.21. Old rota to cease.</p>	
---	---	--	--	--

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
-----------	-----------------------------	--------------------------------------	--	--------------------------

			<p>Remind staff of counselling resources available – ELAS.</p> <p>March curriculum – 8th – 12th sessions will be around the texts 'Book of Hopes' and 'The boy, the Mole, the Fox & the Horse' Focus on wellbeing.</p> <p>Children to follow a creative curriculum -</p>	

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
------------------	------------------------------------	---	--	---------------------------------

CONTEXT

INFANT CLASSROOMS CAN ACCOMMODATE UP TO 30 PUPILS . (NORMAL PRACTICE)

ALL CLASSES WILL REVERT TO THEIR NORMAL CLASSES/YEAR GROUPS

NURSERY- Mrs REID **RECEPTION-** MRS TOPE (P) & MRS JOHNSON (H) **1S** – MRS SWAIN **1E** – MRS MISCIA **2J** – MRS LANGFORD JACKSON/MS BUNYAT **2O-** MR ABRAHAMS
3LJ – MISS LANGFORD JACKSON **3SP** – MRS STEEN PLOMMER **4U** – MISS UGBO **4DM** – MISS DEMELO **5B** – MISS BICKMORE **5C** – MISS CHRUSCIAK
6P – MRS PHILLIPS **6W** – MRS WINTERS

POTENTIAL HAZARDS – CHECKLIST 2 PREMISES

Assessment of Risk

REF		Low	Med	High
1	Leaders scope, given availability of space (per square metre) to adapt school premises to ensure a safe entry and safe exit to for all Leaders ensuring the use of school space both inside and outside is effectively used to ensure the safety of all pupils adhering to social distancing recommendations. Classes are set out to ensure all pupils can follow social distancing effectively		X	
2	Availability of cleaning staff to meet the increased need for cleanliness and hygiene of the premises. Cleaning company's ability to meet the needs of increased demand. Clear timescales that are non-negotiable Stock levels for cleaning – toilets, general areas, hand sanitisers, soaps Supervision of cleaning staff/standards			X
3	Monitoring of standards How will leaders ensure it is checked that staff maintain higher than normal levels of essential supplies to prepare for more frequent cleaning, particularly with wider opening of schools Deep cleaning schedule Cleaning of furniture, general areas, touch points Levels of cleaning			X
4	The risk of any cases of COVID-19 occurring when school is widely opened			X
5	The use for lettings to make decisions about whether these will be stopped/some restarted/fully operational again? (May have financial implications for schools as well as in 'normal' times, care for pupils for working parents)			X

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
-----------	-----------------------------	--------------------------------------	--	--------------------------

ACTIONS TAKEN TO ADDRESS RISKS

<p>Availability of space (also refer to section in safeguarding)</p> <p>July – Amendment made</p> <p>January – Amendments made</p> <p>March – Amendments</p>	<p>Rooms allocated for keyworker children Children based in the Junior Hall Have access to outdoor areas</p> <p>Key worker children kept in the junior school</p> <p>Infant and Nursery school deep cleaned over the Easter break and not opened to children at all until June</p> <p>Junior school cleaned daily and has been thoroughly cleaned 3 weeks ago. Due to be deep cleaned in half term holiday.</p> <p>Infant school closed since Lockdown to be deep cleaned. Office closed as from end of April 2020. All queries directed to the Junior office. Emails and answerphone messages checked regularly. SBM based some of the time in the Infant office during lockdown.</p>	<p>Junior Classes used to teach Y6 groups. 8 teaching groups (Between 7 - 8 in each group) They have the capacity to go up to 9, if there are any staff absences and groups can be reorganised before children start. A second questionnaire will be sent out to confirm numbers. Confirmed numbers will be put into groups. Adults without a group will be redeployed (not working with children) in the event of numbers increasing. They will then be able to start a new group/bubble with new children.</p> <p>3DM – Ms DeMello 3LJ - Ms Langford Jackson 4U – Mrs Phillips 4SP – Mrs Steen Plomer 5C – Ms Chrusciak 5LJ – Ms Ugbo 6P – Mrs Langford Jackson 6W – Mrs Winters (1 supporting adult in each group)</p> <p>Infant School P - Ms Todd O – Mr Abrahams (group of reception P) H - Ms Johnson J – Mrs Tope (group of reception from H) Infant Hall/Outdoor area – Group of Rec children E – Mrs Miscia (group of Y1) S – Mrs Swain (group of Y1)</p>	<p>27.7.20 Infant classes set up to meet guidelines (see previous sections) Outdoor areas to be used as often as possible. Junior Classrooms – Owing to smaller room sizes, middle areas will be used outside the classroom. Each class will have their designated area. Year groups to be kept together. Staffrooms - to be timetabled to promote social distancing. Staff to wipe down surfaces after using them.</p> <p>Playground – designated areas for year group bubbles Hall – used for lunch – designated tables for year groups. Wiped down after every bubble has used them.</p> <p>Collective worship – in year group or class bubbles. SLT to lead twice a week. Class teachers to lead their daily worship sessions.</p> <p>Jan – Continue as above. New infant playground to be sanitised between uses. – Children to sanitise their hands before and after use. Classes to be timetabled for use</p> <p>March – Separate staffrooms to be set up. Staggered breaks</p>	
--	--	--	---	--

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
-----------	-----------------------------	--------------------------------------	--	--------------------------

<p>Availability of space</p>		<p>Nursery (children from both S & E classes) (At least 1 supporting adult in each teaching group) so ratio will be 1:6/7 infants 1: 3/4 juniors Weather permitting, teaching wherever possible will happen outdoors. Playgrounds will be divided into zones as will the field and other outdoor areas. Break and lunch times will be staggered, with only two groups out at a time.</p> <p>Use of signage and adult reminders to support social distancing/safety</p> <p>Key worker children to be based in the Garden Hall and the Library if necessary, with allocated support staff <u>Set up of classes</u> SLT have set up junior classes ensuring sufficient space to social distance.</p> <p>Middle areas created for additional space if required.</p> <p>One way system implemented around the school. Excess furniture stored in middle rooms – not accessible for adults/children. Fire exits have been cleared and are easily accessible. Classrooms will be decluttered and upholstery and soft furnishings will be limited as a Covid-19 control</p>		
-------------------------------------	--	--	--	--

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
-----------	-----------------------------	--------------------------------------	--	--------------------------

<p>Office</p> <p>July – amendment made</p> <p>Nov – amendments</p> <p>Jan – amendments made</p>		<p>Evaluate the set up and adapt as necessary, to ensure sufficient space for social distancing.</p> <p>If further groups need to come in, review provision. May be necessary to reduce timetable for Y6 in the Juniors and other year groups in the Infant school.</p> <p>Teaching groups to be reviewed, should it become necessary to phase back other year groups.</p> <p>This can only happen if restrictions are lifted, based on solid scientific information. If class teachers need to be deployed to teach their own year groups, it will not be possible to maintain small teaching groups in the infant and junior school.</p> <p>Timetable will need to be reviewed.</p>	<p>27.7.20 All non-urgent enquires to be made to either of the school offices via email or telephone Urgent queries – approach the offices and queue outside maintaining the distance. Same set up to be implemented in the Infant office.</p> <p>Nov – Restrictions on number of staff allowed in the office at one time. Limit contact with non-admin staff in the office area</p> <p>If a member of the admin team is unable to work on the premises, they may work from home if they are well and fit to do so. Work/tasks will be emailed to them or delivered with care to minimise contact.</p> <p>01.01.21 – Staff to remain out of the office. Only SLT to access when necessary, with admin staff Medical supplies relocated to cupboard out of the main office area.</p> <p>March PT Admin assistant to be based in the Infant ‘Round room’ away from the main workforce. Staff to maintain distance. Other arrangements remain the same Parents only to come to the office as a last resort. Communication via</p>	
--	--	---	---	--

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
-----------	-----------------------------	--------------------------------------	--	--------------------------

			email or phone. Speak through the office window if necessary, no admittance to the building	
Cleaning Standards 27.7.20 – Amendment made Jan – Continue with current provision March – Continue with current provision Areas to be ‘fogged’ as required	Continue cleaning rota as normal. The infant school was closed after the deep clean and hours carried over towards the deep clean in May. Cleaners check the infant area regularly and will clean if necessary.	HT and SBM have met with the managers of GP Cleaners to discuss schedule. Agreed cleaning regime (see below) Staff comments passed onto managers and have been quickly addressed. SLT to monitor standards carefully to ensure that cleaning is carried out in line with expectations during COCID-19. SLT to review cleaning company’s risk assessment.	Cleaning to continue as for phase 2 but in line with up to date advice. 27.7.20 New cleaning company to start from end of July. HT & SBM have met with them to go over expected cleaning regime. Lettings to begin from August (children will not be in) halls to be cleaned before and after use. During term time, this cleaning regime to continue with lettings. Other lettings – use of field, so this cleaning regime not applied. 01.01.21 Continue with existing Covid-19 cleaning regime. In the event of bubbles closing ‘fogging’ process to be in place to sanitise affected areas March – Continue with ‘Fogging’ affected areas, as necessary.	
Cleaning routines & monitoring of standards	Infant school closed. Cleaners cleaned as normal and then carried out a deep clean. Regular cleaning has continued.	School will be deep cleaned in the summer half term break. Kitchens will also be deep cleaned in the summer half term break <u>Daily regime of cleaning</u>	27.7.20’ Junior school is being decorated over the summer break. Zing cleaners will be in as from the 17th August to do a deep clean and normal cleaning routine to resume from the 1st September.	

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
-----------	-----------------------------	--------------------------------------	--	--------------------------

<p>27.7.20 – Amendment made</p> <p>Nov – amendments</p> <p>Jan – amendments</p> <p>March – reviewed</p>	<p>SBM has given cleaning company a list of areas not addressed, as noticed by staff and SLT. Company has followed up.</p>	<p>Staff will wipe down areas during the day, using a disinfectant spray. Staff to have PPE when cleaning and at all times. Staff will wash Equipment/resources in preparation for the next session – Level 1 cleaning (cleaning sprays and solutions provided by cleaning company)</p> <p>School will be thoroughly cleaned at the end of every day – Level 2 cleaning Floors will be hoovered/swept and mopped, tables and working areas cleaned and ‘touch points’ disinfected.</p> <p>Deep clean – Level 3 This will take place at least weekly with stronger anti-allergic cleaning solutions. Caretaker will support cleaning. When the caretaker is off site, Cleaning company will be contacted to come in and address serious issues asap. This is potentially a high risk and will require SLT to address issues in the absence of the caretaker.</p> <p>Kitchen floors – Swept/ Mopped daily by cleaners Work surfaces and tables cleaned by kitchen staff and dinner supervisors. Cleaners work at the end of the day from about 4.00 p.m. SLT to monitor cleaning and meet with cleaning manager to discuss issues. Staff to list any issues they find.</p>	<p>Windows to be cleaned, both internally and externally.</p> <p>Nov – Daily contact is maintained with management who communicate instructions to their staff. Stages of cleaning to be maintained. Should another bubble be sent home, classroom and areas will be ‘Defogged’</p> <p>01.01.21 Continue with existing Covid-19 cleaning regime. In the event of bubbles closing ‘fogging’ process to be in place to sanitise affected areas</p> <p>March – continue with cleaning regime in place</p>	
---	--	---	---	--

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
-----------	-----------------------------	--------------------------------------	--	--------------------------

		<p>SBM to regularly liaise with cleaning manager and feedback on a daily basis to cleaning staff. SLT will carry out a site walk at the start of the day and throughout the day.</p> <p>Share non-negotiable list of duties to be carried out. SBM/HT to carry out an audit check list at the end of every day to monitor cleaning standards</p> <p>Monitor quantities of cleaning stocks Hand sanitisers installed throughout the school 3 in the juniors – Reception area, UKS2 & LKS2 2 in Infants – Reception area and hallway Garden Hall – main entrance Kitchens – infant and juniors</p> <p><u>Rubbish</u></p> <ul style="list-style-type: none"> • put it in a plastic rubbish bag and tied when full • place the plastic bag in a second bin bag and tie it • put it in a suitable and secure place marked for storage for 72 hours • This waste should be stored safely and securely kept away from children. You should not put your waste in communal waste areas until the waste has been stored for at least 72 hours. • Storing for 72 hours saves unnecessary waste movements and minimises the risk to waste operatives. This waste does not 		

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
-----------	-----------------------------	--------------------------------------	---	--------------------------

<p>The risk of any cases of COVID-19 occurring 27.7.20 – Amendments made</p> <p>Nov – amendments</p> <p>Jan – amendments</p> <p>March – reviewed</p>	<p>KW children coming into school could be carriers.</p> <p>Enforce normal procedures</p> <p>Regular hand washing</p> <p>Social distancing</p> <p>Check temperature on arrival</p> <p>Contact parents if issues</p> <p>Isolate children if they show symptoms</p> <p>Ensure parents complete contact details on arrival</p> <p>No wrap around care</p> <p>Provision from 9.00 to 3.00 p.m.</p>	<p>require a dedicated clinical waste collection in the above circumstances.</p> <p>Increased risk owing to more children/adults on site.</p> <p>Reorganising one way system across the school</p> <p>Take children’s temperature on arrival and through the day</p> <p>In the event of an outbreak follow protocol (shared with all staff)</p> <p>If child/adult becomes unwell, they should be taken to the designated ‘isolation’ room</p> <p>Parents/identified person contacted, to take them home and seek medical advice. If it appears to be an emergency, school to call emergency services.</p> <p>Inform other parents in the school. Children and adults in their teaching group will need to self-isolate for 14 days.</p> <p>Person/group to stay in self-isolation for 14 days before returning.</p> <p>Special addendum in the medical policy has protocol to follow</p> <p>Staff to be vigilant/alert, reporting any concerns.</p> <p>Be aware of the risks to BAME and the possibility that people may be asymptomatic.</p> <p>Report comments made by pupils of suspected cases in their family/circle.</p>	<p>Continuing risk</p> <p>Keep up to date with latest government guidance</p> <p>27.7.20</p> <p>As per previous information</p> <p>Emergency Protocol for virus containment</p> <p>If we get a suspected case of Covid-19 in school</p> <p>Child to be taken to the designated holding area, adult to wear PPE</p> <p>Any area used by child (toilet, table, etc.) cleaned & disinfected before anyone else uses</p> <p>Child and family need to self-isolate (child 7 days, family 14 days)</p> <p>Guidance says no need for staff who care for such a child to go home, unless they develop symptoms or the child tests positive (see Confirmed cases).</p> <p>If Staff member develops symptoms, go home & self-isolate (7 days, family 14 days; see confirmed cases)</p> <p>If seriously ill, call 999</p> <p>Testing – if Covid-19 suspected</p> <p>Under 5s, parents call 111</p>	
--	--	--	--	--

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
-----------	-----------------------------	--------------------------------------	--	--------------------------

			<p>Over 5s, parents access 111 online Staff – employer or employee can request via online self-referral portal</p> <p><u>Confirmed Case of Covid-19 in school</u></p> <p>Class of child / staff with Covid-19 must all go home and self-isolate for 14 days</p> <p>Guidance says remainder of family of children / staff sent home due to someone in their group testing positive do not need to self-isolate unless child / staff develop symptoms</p> <p>If more than one confirmed case in school, Public Health England will investigate & advise</p> <p>If necessary larger group may need to self-isolate, including year group or school</p> <p>Nov - If a bubble has to be shut during school time, SLT will notify that bubble to remain in their classrooms. Parents will be contacted to collect pupils asap. Appropriate letters will be sent out to the year group bubble and a general letter to the school and staff. Chair of Governors will be notified, along with PHE & LA.</p> <p>Staff to wear masks when moving around the premises unless there is</p>	

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
<div style="background-color: red; width: 100%; height: 100%;"></div>			<p>a medical reason. Staff must inform SLT of any medical reasons.</p> <p>Visitors & Parents</p> <p>To wear masks when on school premises. Parents are requested to wear masks when picking and dropping off and during essential meetings.</p> <p>Only essential meetings to take place and must be held in the hall or a large area/office where social distancing can be maintained and the area is well ventilated.</p> <p>01.01.21 - Continue as above with Defogging process for burst bubble areas</p> <p>March - Continue with the above</p> <p>If a child/adult is symptomatic child/staff member , they will be in an isolation room prior to going home. They will be required to take a PCR test and they will be required to self-isolate for 10 days along with their members of the household/or support bubble. The school will communicate requirements with suitable letters and communications when a case/s arise</p>	
	<p>Lettings Oct/Nov amendments Jan amendments March - amendments</p>	<p>Lettings ceased due to COVID-19 guidelines</p>		<p>27.7.20 PHE/LA have confirmed lettings may resume providing an acceptable Risk</p>

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
	<p>Impact on school revenue Carefully monitoring of the budget to account for increased expenditure to cover costs of Cleaning PPE Support for vulnerable families</p>		<p>assessment has been carried out. (agreed on 16th July 2020) SLT have met with groups regarding holiday letting. Risk assessments in place with required adjustments based on government regulations. Deep cleaning to be carried out before and after lettings. Restricted numbers attending, track and trace in pace.</p> <p>Staff emailed a letter outlining requirements for quarantining after a holiday abroad. – 27.7.20</p> <p>September – Advice taken from PHE re lettings. HT/SBM to liaise with Chair of Govs to ensure lettings can continue if in line with current Government requirements.</p> <p>October/Nov Lettings suspended in line with Government guidelines.</p> <p>Jan – Continue to follow guidelines liaise with groups letting to ensure they have up to date RA and are compliant with guidelines</p> <p>March – All guidelines to be followed. Holiday and WARC to continue. RA to be shared and monitored.</p>	<p>declared level 1 achieved</p>

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
-----------	-----------------------------	--------------------------------------	---	--------------------------

			<u>BASC</u> – Children accessing this will be kept in their year group bubbles and located in different locations. Staff supporting will ensure time limits of 15 minutes are maintained to prevent staff and children having to self isolate. BASC RA to be shared with SLT and agreed	
--	--	--	--	--

CONTEXT

ADVICE HAS BEEN TAKEN FROM GOV.UK, LA AND OTHER RELEVANT AGENCIES. WE CONTINUE TO FOLLOW THE CURRENT H & S POLICY, TOGETHER WITH THE ADDENDUM FOR THE COVID-19 CRISIS. GENERAL PRINCIPLES ARE APPLIED TO ALL SCHOOLS, BUT ADAPTATIONS HAVE BEEN MADE TO ADDRESS ISSUES RELEVANT TO THE YOUNGER CHILDREN.

POTENTIAL HAZARDS – CHECKLIST 3 HEALTH & SAFETY (INCLUDING PPE)

Assessment of Risk

REF		Low	Med	High
1.	Adaptation of Health & Safety Policy & other associated policies to include aspects COVID -19 management Accessibility to key areas. Fire and other evacuation processes in place		X	
2	Use of agreed operational procedures to reduce risks and promote social distancing. Staggered starts Small groups working in adjacent areas Use of allocated toilets Carry out normal Health and safety procedures around premises		X	
3	Procedures in place for staff to safely return to school and prepare classrooms for the phased return of pupils	X		
4	Leaders to provide PPE to sustain a phased re-opening safely		-	X
5	Potential risks to everyone and those having to deal with care involving intimate care and physical care			X
6	Sharing resources – implication on costs & organisation			X
7	Cleaning routine – Level 1 – wiping dry Level 2 – Thorough clean at the end of the day Level 3 – Deep clean			X
8	Potential risk if deep cleaning cannot occur			X

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
<p>Adaptation of H & S Policy – include addendums</p> <p>27.7.20 – Amendments made</p> <p>Oct - amendments made</p> <p>Jan – amendments</p> <p>March – amendments</p>	<p>Premises</p> <p>Ensure excess furniture is safely stored so it is not a hazard Soft furnishings and soft toys are cleared away and not accessible Book areas to be closed off Displays boards in class have been cleared in the Junior teaching areas (owing to small class sizes) Boards in other areas have been left as they are transition points or situated at a higher level Infant and Nursery boards are not accessible by children, so have been left Classrooms have been cleared and only vital resource/equipment left Children cannot bring anything into school, apart from their water bottle, to be clearly named. It may be taken to an allocated area at break, to be supervised by an adult, to support no contact. Each child has their own area/desk with personal equipment/resources – no sharing Areas not used for teaching have been closed off and not accessible by staff/pupils. Fire exits are accessible and those rooms will be hoovered each day- see below</p> <p>Toilets</p> <p>Classes to have designated toilets. Only 2 children to use the facilities at a time Staff to carefully monitor this. Toilets will be monitored and cleaned as required during the school day , with particular attention to key touch points. Caretaker to be called if an area needs attention In the absence of the Caretaker from 2.00 p.m. SLT to be contacted. Staff/SLT to monitor areas</p> <p>Personal hygiene</p> <p>Hand sanitisers installed in UKS2 & LKS2 areas, Infant School, Garden Hall Main reception & both kitchens Children to be reminded to regularly wash their hands at allocated sink areas Ensure soap is always available- staff to inform caretaker/office/SLT if it needs replenishing Bins provided for paper towels and other waste – Yellow covered bins Waste to be double bagged and disposed of as recommended. First Aid Bin – clearly marked Children /adults temperature taken regularly If children/adults appear unwell on entry to school, they cannot remain on site. Next of kin contacted and request them to seek medical advice.</p>		<p>27.7.20</p> <p>Continue with previous practices. Book areas to be opened and displays to be operational. Staff to wipe down areas as necessary. Pupils to wear PE kits on days of PE Pupils to only bring in essentials. Desks front facing Staff to ensure taught sessions do not exceed 15 minutes. Staff to move around to groups in their bubble. Non class based staff/coaches, may teach across bubbles, but must maintain distance. All staff and pupils to continue with hygiene regime, social distancing and other guidelines previously stated.</p> <p>Sanitisers: we have 6 in juniors (kitchen, reception, upper, lower, staff room and hall), 5 in infants (reception, hall, angel garden, staff room, reading area), 1 in garden hall and 1 in nursery</p> <p>October – Dinner ladies to wear masks and all kitchen staff Dec – H & S walk carried out with link Governor Jan – New reorganisation of bubbles – class bubbles</p>	

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
	<p>Any health concerns, contact SLT and follow school guidance (displayed on a flow chart in all areas) Person to go into isolation in a designated space Take medical advice & Contact next of kin All normal health and safety procedures/policy to be carried out alongside the COVID-19 Addendum</p>		<p>Ensure all staff/pupil details are up to date Hand out test kits to staff issued by Croydon. Share up to date emails re testing March – Addendum to this RA added</p>	
<p>Policies 27.7.20 – no amendments made Jan – continue with normal process March – Reviewed</p>	<p><u>Procedures/policies shared and revisited with staff – w/c/ 1st June 2020</u> <u>Addendums added to key policies</u> Lockdown Procedures- <u>Fire drills/assembly points</u> – maintained as before, so children are familiar with them. Junior school – Name of teaching groups will be secured to the fence. Infants signs on posts on the field Medical policy Bereavement policy COVID-19 protocol to follow Behavioural Policy Home/school contract</p>		<p>27.7.20 Continue as normal 01.01.21 – continue as normal Regular review of new website to ensure all statutory information is up to date. Keep Chair of Governors informed if information needs to be amended. Take a chair action and then email documents to FGB if outside of schedule meeting times March – Addendums to key policies and RA shared with staff</p>	
<p>Support for staff to plan for the phased/ full return 27.7.20 –amendments made</p>	<p>Zoom meeting was held with all staff w/c 11th May to discuss plans for the wider opening of school/phased return. A copy of the risk assessment was shared with all staff present and sent to those who were absent. Staff had a chance to discuss concerns and add to the RA. They were walked around the site and talked through steps already implemented and those to be implemented before the wider opening. Staff were invited to come into school to talk through the preparation/planning the W/C 18th May. Infants – Monday, 18th May, Juniors Tuesday, 19th May</p>		<p>27.7.20 All staff are expected to return to school for the autumn term with the full opening of the school. <u>Shielded and clinically vulnerable adults</u></p>	

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
<p>October – amendments made</p> <p>January – amendments</p> <p>March – amended</p>	<p>Staff had the opportunity to contribute ideas, add comments to the updated RA overview.</p> <p>This RA will now be sent to all staff/Governors.</p> <p>PPE was made available for staff requesting it when they attended this meeting. Meetings were held in the Infant and Junior school, observing social distancing. HT reinforced, if staff have any concerns or require advice, and feel it has not been addressed, once brought to Leadership, they need to consult with their unions. Prior to staff coming into school the W/C 18th May, all teaching areas were thoroughly cleaned.</p> <p>SLT cleared junior classrooms of excess furniture and set up desks. They later backed and prepared classroom and communal boards, to ease pressure on staff. Teachers/support staff who remained after the meeting, generously gave of their time to help prepare.</p> <p>HT clarified to all staff that if they have any medical concerns, they must take medical advice and feedback to HT, so that arrangements can be made if different responsibilities need to be taken on by vulnerable staff, to minimise risks.</p> <p>HT explained that she would liaise with HR to clarify any questions raised.</p> <p>Gov.Uk is clear of vulnerable/extremely vulnerable groups and criteria for each group.</p>	<p>Shielded (Extremely clinically vulnerable) rigorously shield themselves, should work from home. **Letter from GP required as Certificates not being issued</p> <p>Those living with a shielded or critical vulnerable person must stringently social distancing adhered to, otherwise work from home</p> <p>October – All staff expected to be at work, school following Government guidelines as updated in latest policy about shielding/vulnerable groups</p> <p>If a member of staff has to shield because they fulfill the criteria, tasks will be set for them to complete at home.</p> <p>If a member of staff is self-isolating as a result of living with a household member that is displaying Covid-19 symptoms, they will be expected to work from home and directed tasks set.</p> <p>If they are unwell, sickness policy applies.</p> <p>If staff need to stay at home for childcare reasons, then tasks will be set if they can work from home. If their job does not allow them to work from home, then it may need to be unpaid leave, in line with</p>		

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
			<p>current policies. The first day of absence is paid leave.</p> <p>Jan – continue with the above</p> <p>Reorganise staffroom space and staff timetables to ensure all staff strictly follow guidelines</p> <p>Communicate expectations in a start of term briefing sheet and meeting.</p> <p>Liaise with BASC to ensure school staff cover their own class bubbles and minimise contact with other pupils.</p> <p>March – Staff shielding advised to take further medical advice Seek GP advice for getting the vaccination Carry out a RA for individuals returning to work</p>	

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
ACTIONS TAKEN TO ADDRESS RISKS 3 HEALTH & SAFETY				
<p>Use of agreed operational procedures to reduce risks and promote social distancing.</p> <p>27.7.20 –amendments made</p> <p>October – amendments</p> <p>Jan – amendments</p> <p>March – amendments</p>	<p><u>One Way systems</u></p> <p>One way systems around the schools – Nursery, Infant & Junior</p> <p>External pathways, areas marked with painted footprints and arrows. Internal areas will be marked with directional signs and reminders.</p> <p>End of the day</p> <p>Classes based in J, O, S & E will be picked up from the entrance at the bottom of the infant steps before the Angel garden</p> <p>Classes based in the Infant Hall, P, H – entrance in the Angel garden</p> <p>Nursery - Main door</p> <p>Juniors – Parents will use the one way system and enter into the playground and then wait at 3 metre intervals until their child is brought to the exit door adjacent to the playground.</p> <p>Children will be walked through the processes on the first day and continually reminded</p> <p><u>Staggered start and pick ups</u></p> <p>These have been scheduled to allow for fewer numbers on the premises at one time. If parents are late, they will need to wait to enter the collection point zones</p> <p><u>Staggered breaks</u></p> <p>2-3 groups in the infant & Junior playground at one time.</p> <p>Lunch will work on a rotational basis.</p> <p>Children will be kept in their ‘own bubbles’</p> <p>There will be 2 staffrooms in each school</p> <p>Staff will be reminded of the need to observe social distancing</p> <p>Children will be reminded to social distance by use of visual clues, songs, rhymes, actions.</p> <p>Groups will be small to ensure adults can reinforce messages. Infant adult ratio is 1:6/7 Juniors 1:3/4</p> <p>Outdoor areas will be used wherever possible. Each group will have a designated outdoor area.</p> <p>Marquees will be put up on the field and playground.</p>		<p>27.7.20 – Continue with all previous procedures/policies</p> <p>Desks front facing children should not sit facing each other</p> <p>Children should have their own resources.</p> <p>Children need to be supervised when moving around the school.</p> <p>Children need to remain in their class bubbles.</p> <p>Children must not gather in the hall or any other communal areas.</p> <p>There should be no singing or shouting.</p> <p>Timetable – stagger drop off, collection: children arrive in staggered groups across the year groups. They will stand at least 1 metre apart. Staff will organise cleaning/sanitising of hands</p> <p>Class bubbles will remain together throughout day, in base room and designated outdoor area.</p> <p>Use outdoor space as much as possible.</p> <p>Windows and doors kept open for ventilation in all areas of the school.</p>	

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
-----------	-----------------------------	--------------------------------------	--	--------------------------

		<p>Individual sets of equipment where appropriate</p> <p>Equipment regularly cleaned/wiped</p> <p>Remove soft toys, furnishings, unnecessary items</p> <p>Use of staffroom staggered, no close contact/socialising as normal</p> <p>Children should bring in only essential items – (eg. Water bottles) the minimum and should keep belongings on their peg.</p> <p>PE KITS – to be worn in school on days of PE. Children to remain in their PE kits all day</p> <p>PE kits to be kept at home on non-PE days. STAFF TO SHARE WITH PARENTS TIMETABLES AND PE DAYS AHEAD.</p> <p><u>ONE WAY SYSTEMS/STAGGERED DROP AND PICK UP TIMES</u></p> <p><u>INFANTS</u></p> <ul style="list-style-type: none"> • All infant children to enter via double gate infant playground entrance on Crown Dale. SLT on duty at the start and end of the day 	
--	--	--	--

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
-----------	-----------------------------	--------------------------------------	--	--------------------------

		<ul style="list-style-type: none"> • Reception to enter classrooms via their outdoor area Parents to leave at the gate to outdoor area and leave via the field , join the path and exit via Infant gate on Woodend • Nursery to enter Nursery area via gate to Nursery on the field and the exit as above • Y1 – staff to take children in via the entry door adjacent to the staffroom. Parents to leave at designated point in the playground and exit via the path adjacent to the Nursery overlooking Infant classrooms. Then exit via Infant gate on Woodend • Y2 – Children to walk to the external door to their classroom. Parents to exit via lower path and exit premises via Infant gate on Woodend <p>At the end of the day, parents will wait in the playground observe appropriate distances and be called to a designated point outside the classrooms. Staff will ensure appropriate distancing, so parents are not congregating in large groups.</p>	
--	--	---	--

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
-----------	-----------------------------	--------------------------------------	--	--------------------------

		<p>Junior Y3 – Y6 Children will enter unaccompanied from the junior gate on Woodend. Y5 & Y6 walk through the playground and enter via 5 & 6 entrance. Y3 & Y4 will enter via the junior playground, follow the path to the 3 & 4 entrance.</p> <p>End of the day. Classes will be lead out to designated area and parents will collect from there. Parents will exit via the path adjacent to the Garden Hall and will exit via the Infant gate on Woodend.</p> <p>Parent will be encouraged to leave the premises as soon as possible. Start and finish times will be staggered and continually reviewed.</p> <p><u>BREAKFAST AND AFTER SCHOOL CLUB (7.30 A.M. YO 6.00 P.M.)</u> This will resume from Monday, 7th September. Children will be kept in their year group bubbles. Junior children will be spread out over the junior hall and infants in the Garden Hall. HT & SBM met with Mrs Stephanie Odewale to discuss RA and provision in pace. Mrs Odewale to supply copy of her RA</p> <p>Children attending BASC will enter via junior gate on Woodend and</p>	
--	--	---	--

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
-----------	-----------------------------	--------------------------------------	--	--------------------------

		<p>exit via Infant gate. They will follow school procedures in place.</p> <p>BASC to keep a list of daily attendance and share with school to ensure track and trace, should there be an outbreak.</p> <p><u>Processes to be regularly reviewed in line with up to date Gov guides.</u></p> <p>Effective infection protection and control</p> <p>Sanitisers: we have 6 in juniors (kitchen, reception, upper, lower, staff room and hall), 5 in infants (reception, hall, angel garden, staff room, reading area), 1 in garden hall and 1 in nursery</p> <p>Hand washing regularly - on arrival and before leaving, and frequently throughout the day</p> <p>Good respiratory hygiene - catch it, bin it, wash hands, or catch it in your elbow</p> <p>Cleaning surfaces frequently</p> <p>Minimising contact, no mixing between bubbles, use of dedicated breaktime space, staggered breaks, social distancing of '1m plus' inside.</p>	
--	--	---	--

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
-----------	-----------------------------	--------------------------------------	--	--------------------------

		<p>Ventilation, maximise use of outdoor space by working outside where possible</p> <p>Staff Toilets: Maintain distances (maximum of 2 at a time) , clean seat, flush with lid down, wipe the flush and handles.</p> <p>October & November Staff to wear masks when moving around the premises unless there is a medical reason. Staff must inform SLT of any medical reasons.</p> <p>Visitors & Parents</p> <p>To wear masks when on school premises. Parents are requested to wear masks when picking and dropping off and during essential meetings.</p> <p>Only essential meetings to take place and must be held in the hall or a large area/office where social distancing can be maintained and the area is well ventilated.</p> <p>Jan - Continue with the above. Reorganise work spaces Limit meetings and timings Where meetings exceed 15 minutes, ensure they are held in a large space, ventilated with all staff wearing PPE.</p>	

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
-----------	-----------------------------	--------------------------------------	---	--------------------------

			<p>March Continue with the above measures Staff to wear masks around the premises and during session if they choose to. Children can wear masks Adult visitors, parents/carers be requested to wear masks.</p> <p>Areas will be well ventilated and doors propped open unless they are a fire safety door/exit.</p>	
<p>Shared resources 27.7.20 –amendments made</p> <p>October/November – amendments</p> <p>Jan – continue with measure in place</p> <p>March- reviewed</p>	<p>Each child will have their own table/area with individual resources, construction, stationery etc. They will wipe down their equipment at the end of the day Infant children will be encouraged wherever possible to do this.</p> <p>Construction equipment will be washed in an anti-bacterial solution at the end of the day in preparation for the next session. Sadly, there will be no sharing of equipment.</p> <p>Each junior child will have their own skipping rope.</p> <p>M. Mangan will be deployed at lunchtime to demonstrate non-contact games that can be played. Children will be able to sit and talk and play calm non-contact games – clapping games, 100 questions etc.</p>		<p>See above</p> <p>Jan – continue with the above</p> <p>March – continue with above sports equipment to be sanitised between uses. PE to continue outdoors and only if necessary, indoors with distance and no contact.</p>	
<p>Use of PPE 27.7.20 –amendments made</p> <p>October/November – amendments made about masks</p> <p>Jan – amendments</p> <p>March – reviewed</p>	<p>Staff to be supplied with PPE Each member of staff will be provided with the following: Nitrile gloves KN95 Mask K11 mask Visor Apron</p> <p>Addendum: 30.5.20 – Matron from St Mary’s hospital will be coming in to speak to staff on Monday, 1st June 2020 about how to use PPE. She will also address any questions staff may have in terms of COVID-19 and the use of PPA. She has also been videoed. Video to be uploaded on website and teacher share.</p>		<p>27.7.20 PPE will continue to be available for staff According to current Government guidelines</p> <p>Face masks are not routinely recommended (unless working closely beside child)</p> <p>Gloves and aprons are not routinely recommended unless</p>	

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
-----------	-----------------------------	--------------------------------------	---	--------------------------

<p>Potential risks if intimate care needs to be provided</p>	<p>CPR masks will be available in the first aid bags Staff need to take on responsibility for restocking their bag. Additional PPE can be obtained from the HT office. SLT to meet with staff to establish if any staff could have potential allergies to PPE, sanitisers, soaps, or sprays being used to wipe down tables. Should a member of staff or child experience a reaction, medical protocol will be followed and medical advice taken.</p>	<p>providing personal care, or looking after case of suspected Covid-19</p> <p>October/Nov Staff to wear masks when moving around the premises unless there is a medical reason. Staff must inform SLT of any medical reasons.</p> <p>Visitors & Parents To wear masks when on school premises. Parents are requested to wear masks when picking and dropping off and during essential meetings.</p> <p>Only essential meetings to take place and must be held in the hall or a large area/office where social distancing can be maintained and the area is well ventilated.</p> <p>Jan – Ensure all staff wear masks and gloves where appropriate.</p> <p>Any staff unable to wear a mask, must confirm in writing with specific reasons.</p> <p>March – continue as above</p>	
	<p>Protocol to be used with identified SEND children. SENCO has liaised with the class teacher, TA and parent. The latter will be contacted if the child has an accident. Where intimate care is needed for other children, an adult will talk them through it and support initially maintaining social distancing, but should this not be suitable, support can only be provided if full PPE is used and with 2 adults present.</p>	<p>27.7.20 Continue as normal 01.01.21 – Continue as above March – continue as above</p>	

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
-----------	-----------------------------	--------------------------------------	---	--------------------------

<p>27.7.20 – No amendments made</p> <p>Nov – no amendments</p> <p>Jan – no amendments</p> <p>March – continue</p>	<p>Sanitary products will be available to junior children requiring them. Class teachers will discretely explain this to junior girls. Pupils will not be allowed to bring in any bags, equipment or personal hygiene products. Essentials will be provided by school</p>			
<p>First Aid Treatment</p> <p>27.7.20 –amendments made</p> <p>Nov – no amendments</p> <p>Jan – amendments</p> <p>March – reviewed</p>	<p>First Aid Log/medical register to be managed/overseen by DHT/Jenna Johnson (in both schools)</p> <p>Parents contacted prior to school to send in medication.</p> <p>New medical conditions – parent to email DH and Health care form to be set up prior to pupil’s return.</p> <p>All medication handed in must be in a sandwich plastic bag, which will be placed in a box. (sandwich bags will be available to parents) Medication will then be transferred to the medical bag for the teaching group.</p> <p>Junior children will be asked to bring their medication into class, an adult will highlight on a list to acknowledge receipt. Child will not be able to stay if medication is not sent in. Parents will be contacted and asked to bring it in</p> <p>Infant children - Parents to hand in medication to staff in a sandwich plastic bag at the entrance to the Angel Garden. First Aider to be allocated to receive medication.</p> <p>All staff will have access to medical information for pupils in their group.</p> <p>Each group will have their own First Aid Bag containing:</p> <ul style="list-style-type: none"> pupil medication PPE – Nitrile gloves KN95 Mask K11 mask Visor Apron List of known allergies <p>Designated adult supporting each group to take responsibility for the First Aid equipment. It must be checked daily and restocked if necessary.</p>		<p>27.7.20 Continue as normal</p> <p>01.01.21</p> <p>Ensure all registers, medication is up to date</p> <p>Train additional staff to be First Aiders</p> <p>March – Continue as above</p>	

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
-----------	-----------------------------	--------------------------------------	--	--------------------------

	<p>First Aiders must follow social distancing where possible. In an emergency, additional PPE will be available to all staff in their own PPE bag. It will contain the above items.</p> <p>CPR masks will also be available in the bags.</p> <p>Flow charts will be displayed in all areas for advice on dealing with emergencies and protocol to follow.</p> <p>In the event of a serious emergency, staff (if they are willing) may break the 2 metre distance but must have full PPE. A member of SLT must be present</p>		
--	--	--	--

Addendum - 2.6.20 –

- 1. Legionnaire's water test: booked for 5/6, both sites. Being done by RPS, a testing and engineering consultancy we have used previously.- Completed. Further training booked for the Caretaker**
- 2. PAT Electrical testing: booked for 8/6, infant school. Juniors was completed on 26/5 in Juniors. – Completed**
- 3. Gatwick Catering Equipment Services: doing annual service of the kitchens on 19/6 and 26/6. Both kitchens were deep cleaned by G&P Cleaning during half-term**
- 4. We have ordered 30 new paper towel dispensers to replace the hot air dryers across the school, which have now been switched off. These will go into all bathrooms, kitchens, classrooms. These new units only allow one sheet of paper to come out at a time, saving on paper and cross-contamination (with the blue tissue it's very easy to pull out a bunch and then you either waste the rest or get water all over the unused ones).**

December 2020

Training delivered on Sickle Cell Disease and supporting children with allergies and those with from Asthma. All staff attended Health and Safety walk carried out with link Governor in December 2020

Infant playground – Safety check carried out following installation.

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
------------------	------------------------------------	---	---	---------------------------------

February – 14 members of staff attended a day of First Aid training 12 attended Fire Marshal training

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
<p>Cleaning routine 27.7.20 – No amendments made</p> <p>Oct/Nov – amendments made</p> <p>Jan – continue</p> <p>March – continue</p>	<p>Daily cleaning – A different disinfectant to be used because children are in daily. Anti-allergic chemical. If anyone experiences an allergic reaction, the medical protocol will be followed.</p> <p>Staff will wipe tables down during the day and touch points will be disinfected</p> <p>End of day Level 2 clean – General cleaning</p> <ul style="list-style-type: none"> • Clear rubbish • Clean tables and all work surfaces around the school (classroom first and then common areas, finally toilets) • Clean window sills and skirting boards • Hoover floors • Mop floors • Disinfect touch points <p>Nursery, Infants and Junior School rooms as above</p> <p>Garden Hall As above</p> <p>School Halls – Infants and juniors</p> <ul style="list-style-type: none"> • As above but floors will be swept instead of hoovered. But floors will be hoovered weekly on the Friday • Floors to be done daily <p>Kitchens Floor to be cleaned and mopped daily</p> <p>ROOMS NOT BE CLEANED BUT HOOVERED AND TOUCH POINTS CLEANED – MIDDLE ROOMS IN UPPER AND LOWER KEY STAGE 2</p> <p>Deep clean – Weekly on a Friday Stronger chemical to be used to clean, as staff and children will not be in school Friday afternoon 3.30 p.m. onwards – Garden Hall to be cleaned, once KW children and staff have left</p> <p>We have removed curtains from areas where they likely to be touched by children (e.g. kitchen service areas)</p>		<p>27.7.20 This will continue</p> <p>Oct/Nov – continue as normal with daily/weekly regimes</p> <p>Cleaners will be brought in to ‘Defog areas’ where bubbles have been sent home as someone from the school has tested positive.</p> <p>Jan – Continue as normal</p> <p>March – Continue with cleaning regime. ‘Fogging’ of rooms as necessary</p>	
<p>Potential risks if deep cleaning cannot take place</p>	<p>SBM/HT will maintain regular contact with the cleaning company. If they are not able to provide staff to carry out cleaning, advance warning must be given. Staff/SLT if willing may be able to support, but in the event that this is not possible or cleaning cannot be carried out, then school may need to close.</p>			

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
-----------	-----------------------------	--------------------------------------	--	--------------------------

Cleaning if there is a suspected case of COVID-19

Notify Chair of Governors

**LA
PHE**

27.7.20 – No amendments made

01.01.21 – No amendments made. Continue to follow latest guidelines

March – continue as above

Clean and disinfect surfaces the person has come into contact with, including:

- Objects which are visibly contaminated with body fluids
- All potentially contaminated high-contact areas (e.g. bathrooms, door handles, telephones, grab-rails in corridors and stairwells)

You do not need to specially clean public areas they have passed through briefly (e.g. corridors) which are not visibly contaminated with body fluids

When cleaning hard surfaces and sanitary fittings, use either:

- Disposable cloths, or
- Paper rolls and disposable mop heads

When cleaning and disinfecting, use either:

- A combined detergent/disinfectant solution at a dilution of 1,000 parts per million available chlorine
- A household detergent, followed by a disinfectant with the same dilution as above
- An alternative disinfectant, that is effective against enveloped viruses

Make sure all cleaning staff:

- Wear disposable gloves and apron
- Wash their hands with soap and water once they remove their gloves and apron

If there is a higher level of contamination (e.g. the individual has slept somewhere) or there's visible contamination with body fluids, you might need to provide cleaning staff with a surgical mask or full-face visor. The local health protection team's risk assessment will let you know if you need this equipment.

Wash any possibly contaminated fabric items, like curtains and beddings, in a washing machine. Clean and disinfect anything used for transporting these items with standard cleaning products.

Launder any possibly contaminated items on the hottest temperature the fabric will tolerate.

If items cannot be cleaned using detergents or laundering (e.g. upholstered furniture), use steam cleaning.

Dispose of any items that are heavily soiled or contaminated with body fluids.

Keep any waste from possible cases and cleaning of those areas (e.g. tissues, disposable cloths and mop heads) in a plastic rubbish bag and tie when full.

Place these bags in a suitable and secure place away from children and mark them for storage.

Wait until you know the test results to take the waste out of storage.

If the individual tests negative, put the bags in with the normal waste.

If the individual tests positive, then you will need a safe and secure place (away from children) where you can store waste for 72 hours.

If you do not have a secure place, you will need to arrange for a collection for 'category B' infectious waste from either your:

- Local waste collection authority (if they currently collect your waste)
- Or, by a specialist clinical waste contractor

Visitors to the school will be kept down to a minimum and all safety checks will be followed. Deliveries will be made via the school car park and left in a place that minimises contact with others. Caretaker and kitchen staff to collect deliveries and use PPE to ensure their safety. No admission to the school building unless absolutely necessary. Safety measures to be followed.

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
------------------	-------------------------------------	--	---	----------------------------------

Context
66 MEMBERS OF STAFF ON ROLL. STAFF RANGE FROM TEACHERS, ADMIN STAFF, SITE MANAGER, KITCHEN STAFF AND TEACHING SUPPORT STAFF. ABSENCES ARE REPORTED TO ELAS WHO LIAISE WITH SLT. STAFF HAVE BEEN WORKING ON A REDUCED ROTA SYSTEM SINCE 23RD MARCH BUT WILL BE REQUIRED TO RETURN TO SCHOOL TO TAKE UP NORMAL RESPONSIBILITIES AS FROM 1.6.20

POTENTIAL HAZARDS – CHECKLIST 4 HR		ASSESSMENT OF RISK		
REF		Low	Medium	High
1	Communication with staff regarding HR policies to support staff attendance	X		
2	Leadership to deal with outstanding HR matters that require appropriate communication within timescales and deadlines	X		

ACTIONS TAKEN TO ADDRESS RISKS CHECKLIST 4 – HR

<p>All HR issues 27.7.20 – No amendments made Oct/Nov – no amendments Jan – no amendments March – reviewed</p>	<p>Staff are made clear of reporting absences throughout the crisis. Report to ELAS Speak to SLT regarding potential shielding- SLT to take advice from HR. Staff may contact their unions and seek medical advice for clarity Confirm discussions in writing Where appropriate, work patterns and locations adjusted for staff, e.g. some staff will focus on admin/office/phone contact duties in order to minimise contact with children and parents SLT to refer to Gov.Uk guidance and seek confirmation from Octavo HR Based on reasons for absence, HT to look at alternative arrangements to support attendance – redeployment of responsibilities to reduce contact Access to Octavo EP services Support available for staff dealing with bereavement W/C 1.6.20 – Supporting wellbeing and safety of staff to support wider opening of school In the extreme situation of bringing in other staff – normal safeguarding procedures will be followed, SLT will meet with them. Pay – Additional hours agreed for 1:1 support and additional days, has been honoured during COVID=19</p> <p>Appraisals & PM</p> <p>All staff have been set directed activities to complete from the 23rd March to 1st June 2020. Timelines are clear and written evidence has to be submitted to show coverage. Staff have attended for 1 day every four weeks. Teachers set tasks for remote learning and write to classes every 2 weeks. Teachers required to respond to parents via the year group email systems. Concerns and information are logged and shared with SLT to follow up Staff make calls to families – weekly All tasks set (including additional ones for subject leadership) have to be completed. Any concerns or issues are discussed with SLT Staff to be informed of Gov.uk updates in regard to self-isolation and shielding. SLT to ensure advice is taken from HR regarding reasons for absence. HR to advise on pay issues Staff kept updated with latest Government information – via emails, calls, newsletters, weekly briefings individual conversations</p>
--	---

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
------------------	-------------------------------------	--	---	----------------------------------

CONTEXT

LEADERSHIP IN TOUCH WITH GOVERNORS REGULARLY VIA, EMAIL, WHATSAPP GROUPS AND VIRTUAL MEETINGS. CHAIR OF GOVERNORS IN CONTACT WITH HT AT LEAST TWICE A WEEK AND MORE OFTEN IF REQUIRED.

POTENTIAL HAZARDS – CHECKLIST 5 GOVERNANCE

Assessment of Risk

REF		Low	Med	High
1	Governor involvement	X		
2	Communication with all stakeholders	X		
3	Governor support of school leaders	X		

ACTIONS TAKEN TO ADDRESS RISKS checklist 5 GOVERNANCE

Headteacher has been in regular contact with Chair of Governors and FGB have met twice during Lockdown (April and 28th May)
 Governors are copied into correspondence and newsletters sent to Parents and staff
 Emergency meetings are held where necessary and documentation shared.
 Risk Assessment shared with Governors on the 1st May 2020 and again on the 28th May 2020
 RA to be emailed to Governors when reviewed. Chair of Governors continually informed
 Minutes taken to record discussions and decisions
 Sub-committees continue as normal via zoom/teach
 Resources committee have met to approve budget submitted and expenditure relating to COVID-19
 Normal Governance continues where every possible to ensure strategic support/development of the school is maintained
 Regular update/review of RA to be shared with Governors, meetings agreed if necessary
 Chair of Governors and Vice-Chair to hold regular meetings to ensure policies and procedures are being implemented and desired impact achieved
 Chair of Governors to write to staff, parents and local MPs to express views about support and Government directives.
 Chair of Governors attends meetings at Octavo and Chair briefings virtually
27.7.20
 Governing Body meetings have continued via online portals. Governors have received full information regarding all aspects of the continued opening of school since 23rd March, phased return and now the full opening of the school in September.
 Jan – continue as above **March – continue as above**

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
------------------	-------------------------------------	--	---	----------------------------------

CONTEXT
TOTAL NUMBER OF STAFF IS 64 ACROSS THE SCHOOL. RANGE OF AGES, SOME NEW AND OTHERS EXPERIENCED STAFF WHO HAVE BEEN AT THE SCHOOL FOR A LONGER PERIOD.
STAFF ABSENCE HAS BEEN AN ISSUE OVER THE PAST 5 YEARS FOR VARYING REASONS. STAFF HAVE MET WITH SLT TO IDENTIFY IF THERE ARE ANY EXISTING MEDICAL ISSUES, OR IF STAFF LIVE WITH VULNERABLE PEOPLE. THIS WAS CARRIED OUT PRIOR TO LOCKDOWN. SOME STAFF SELF-ISOLATED FROM THE START OF LOCKDOWN AND OTHERS SELF-ISOLATED BUT RETURNED BEFORE THE EASTER BREAK AND SELF-ISOLATED AGAIN. WITH THE EXCEPTION OF THREE MEMBERS OF STAFF, SELF-ISOLATING HAS NOT BEEN CONSISTENT.

POTENTIAL HAZARDS – CHECKLIST 6 STAFFING/WELLBEING		Assessment of Risk		
REF		Low	Med	High
1	Communication to staff	X		
2	Maintain staff safety and wellbeing Staff who are BAME Staff who are shielding			X
3	Models of staffing to support provision (see section on phased return)			X
4	Significant staff absence – includes SLT, teachers, support, admin, kitchen staff and dinner supervisors			X

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
-----------	-----------------------------	--------------------------------------	--	--------------------------

ACTIONS TAKEN TO ADDRESS RISKS CHECKLIST 6 STAFFING/WELLBEING	
<p>Communication</p>	<p>Contact is maintained via briefing sheet, emails, personal calls and contact when staff come in to cover their rota, once every four weeks. Weekly briefing sheets are sent to staff prior to the start of the week. They include updates, rota and general information. Prior to 1st June 2020, staff have been on rota, only once in every four weeks. Directed activities have been set for teaching and support staff around CPD and areas of school development. SLT regularly maintain contact with staff when on and off site. Staff have access support from ELAS for EAP.</p>
<p>Weekly briefing sheets Regular emails Zoom and face to face meetings Questionnaires</p>	<p>Some staff have requested contact details for HR. HT has provided contact information. Phased return has been organised to also support staff, taking into consideration their needs. The lockdown rota for the period beginning 23rd March to 1st June was organised, so staff only attended school one in every four weeks. Staff are given the opportunity to speak to the HT or any member of SLT and have their personal mobile numbers. SLT are happy to be contacted at any time. Staff have been reassured that if they need to self-isolate, based on medical consultation/advice they will be supported and wages will not be affected and possibly after that. Advice is always taken from HR. Staff are made aware of the opportunity to consult their unions if they need to. Staff have met via zoom – Tuesday, 12th May and came in the w/c 18th May to meet in different groups. Risk assessment shared with them and their input added. Sept – inset days Feb – zoom and face to face meetings March – group meetings weekly face to face briefings</p>

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
-----------	-----------------------------	--------------------------------------	--	--------------------------

<p>Maintain staff safety and wellbeing</p>	<p>Maintain regular contact to ensure staff are ok. Keep them informed Offer links/contacts if they need advice Prior to lockdown, regular briefings held and meetings to reassure staff and discuss their worries. Changed rota and starting/finishing times to accommodate for staff using public transport. Staff have their Whasapp groups to offer peer support Extended time given to support complete directed tasks Staff able to take home computers/notebooks W/C 1st June – Wellbeing week – to support wellbeing, talk through procedures, safety measures. Mindfulness sessions included for those who wish to join in. Exercise, time to talk Adopt flexible working practices if possible Addendum: 30.5.20 – Matron from St Mary’s hospital will be coming in to speak to staff on Monday, 1st June 2020 about how to use PPE. She will also address any questions staff may have in terms of COVID-19 and the use of PPA. She has also been videoed. Video to be uploaded on website and teacher share. Support with home learning Google classes set up – To ease work pressure on staff and support them with setting online learning tasks. Sessions on correct use of PPE and keeping safe Access to ELAS EAP support and Educational Psychologist from Octavo. Mindfulness Apps- Evermind App and other resources suggested on Octavo leaflet ‘Staff wellbeing during COVID-19’ to be shared with staff All staff to be supported in the same way. BAME Staff -Take advice from the Local Authority about how to support vulnerable groups at risk. Take into consideration rotas and flexibility of working. Make time to meet with staff and address their concerns Staff who are shielding – Discuss reasons for shielding and establish if there are duties they can carry out in school. If not, they will be expected to carry out duties at home, unless they are unwell. Ask for written clarification from their GP to ascertain responsibilities they may undertake. Use Government guidelines to inform decisions Take advice from HR. Lunches have and will be provided to all staff free of charge March – Staff kept updated via channels listed above. SLT available during the school day and out of hours for staff wishing to make contact Use of ELAS to monitor attendance, they also offer a counselling service. Referral to OH if necessary as a supportive measure. SLT seek external advice from HR, 111 & LA as necessary</p>			
<p>Significant staff absences March – reviewed SLT meet with staff on an individual basis where necessary</p>	<p>SLT – Work closely together so all members are fully informed and can cover in the event of absences. If all three are absent, it will be necessary to close the school as it only leaves 1 DSL available and she works 3 days a week. Parents will be informed immediately. Office – Based in the Junior school, limit parent personal contact. Encourage contact via email, or call. SLT to support the office and Tas redeployed owing to need for limit contact with adults/children. The TAs will help with administrative duties and answering the phone. Full safety measures to be followed. Teachers – If a 3 or more staff are absent in the Junior school, we will have to consider closing the wider provision, unless groups can be regrouped from the start and providing, they do not exceed 9 in each group Support staff – one allocated to each group. Again, if three or more are absent, provision will be limited. March – return to normal timetable</p>			

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
-----------	-----------------------------	--------------------------------------	--	--------------------------

	<p>Kitchen staff – If 3 or more are off, kitchen staff may need to work additional staff to prepare meals. Dinner supervisors – 3 or more absent will mean, SLT may need to cover This remains a serious concern as staff cannot cross over groups.</p> <p>Jan - Rota in place for all staff</p> <p>March – Return of all staff from the 1st March in preparation for the 8th March (see addendum for the 8th March document)</p>
--	--

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
------------------	-------------------------------------	--	---	----------------------------------

CONTEXT

Questionnaire sent to parents of pupils in N, R, Y1 and Y6 to ascertain number hoping to return. Less than 35% have indicated they hope to return, 35% maybe & 30% will not send their children back. SLT have considered three different plans in line with Government Directives

Initial plan was Part time for Reception and Year 1 with 2 groups attending Mon – Tues break on Wed for deep clean and then Thurs-Friday

Juniors – Y6 attending full days Mon – Tues, Wed school closed for deep clean and Thurs – Fri return

Having considered all variables a part-time basis is not the best option given the additional restrictions put into place since the 8th May when this proposal was taken to Governors

Staff and Governors have been consulted regarding provision and risk assessments, throughout the Pandemic from March 2020. Feedback has been incorporated and further advice taken from the LA, Diocese and PHE.

POTENTIAL HAZARDS – CHECKLIST 7 PHASED RETURN		Assessment of Risk		
FULL OPENING OF SCHOOL AS FROM 8TH MARCH 2021 (SEE AMENDUM FOR DETAILS)		Low	Med	High
REF				
1.	Proposed plan			X
2	Phased return of group , Juniors, Infants, Key workers/FULL RETURN FROM SEPT 2020 & MARCH 2021			X
3	Staff cover			X
POTENTIAL HAZARDS – CHECKLIST 8 VULNERABLE PUPILS (SEE CHECKLIST 1 UNDER SAFEGUARDING				

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
-----------	-----------------------------	--------------------------------------	--	--------------------------

**ACTIONS TAKEN TO ADDRESS RISKS CHECKLIST 7 PHASED RETURN
SUMMER TERM - 2020**

<p>Proposed plan (linked to Phased return timetable)</p>	<p><u>Current plan</u> <u>Year 6 (potentially 59 children) Monday – Thursday (Friday closed for deep clean) - To start 8th June 2020</u> Year 6 split into 8 teaching groups – Each group to be led by a KS2 teacher and supported by a TA Staggered start and pick up, staggered break and lunch times Children have their own equipment and desk space with room around to follow social distancing Teaching groups between 7-9</p> <p><u>Reception (potentially 60 children) – To start phased return Wednesday 17th June and then full time from 22nd June</u> <u>Monday – Thursday (Friday closed for deep clean)</u> 5teaching groups each with 12 children in each group and 2 adults - Each group can be split into 2 clear group with 6 children in each group and will have access to an indoor and outdoor area. This will help to support social distancing, whilst ensuring there are still 2 adults supporting. Children will be spread over a wider area but will still be able to work in their ‘bubble’ It complies with Government recommendations.</p> <p><u>Year 1 Monday – Thursday (Friday closed for deep clean) (potentially 40 children)- To start full time from the 15th June</u> Split between 2 groups of 13 and one group of 14 each with 2 adults. Children will have access the outdoor areas and groups fall within Government guidance. It is anticipated that numbers attending will be low, but plans put into place have to be based on full attendance to allow for parents changing their minds. This is totally dependent of staff attendance. If staff isolate or do not attend based on union advice, then it will become necessary to regroup. Send out a further questionnaire on Friday, 29th May asking for definite attendance. Regroup the w/c 1st June and then any new children attending will form a new group/teaching bubble.</p>
<p>Key workers</p>	<p><u>To start full time from the 1st June 2020</u> Key worker provision will continue for 5 days a week. Staff will work on a rota basis and work for 4 days with 1 day off . Key workers have been attending since 23rd March. Numbers tend to range from 2 to 7. A parent questionnaire was sent out. Initial responses indicate that there could be up to 20 pupils. They will be based in the Garden Hall and the Library will be used if necessary. We can accommodate up to a maximum of 25 pupils and maintain all safety measures. Parent may choose KW provision over year group provision as KW provision offers a full and not staggered day. Staff allocated to bubbles</p>

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
------------------	------------------------------------	---	--	---------------------------------

CONTEXT

Discussed with staff that curriculum should focus on basic core skills to embed essential skills for the year group. Foundation subjects could be around research and include more creative activities. An additional focus agreed, focused on wellbeing and encouraging parents to practice basic skills through practical activities – cooking, science experiments. Work differentiated to some extent and SEND pupils were provided with age related activities.

Potential Hazards Checklist 8– Vulnerable pupils see checklist 1 Safeguarding

POTENTIAL HAZARDS – CHECKLIST 9 CURRICULUM AND HOME LEARNING (linked to T & L section in Staff Hand book		Assessment of Risk		
REF		Low	Med	High
1	Vulnerable pupils with little or no access to the internet/devices			X
2	Adults unable to provide support to address gaps in learning			X

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
-----------	-----------------------------	--------------------------------------	--	--------------------------

ACTIONS TAKEN TO ADDRESS – CHECKLIST 9 CURRICULUM AND HOME LEARNING	
<p>All pupil's access to learning at home and in school From September 2020</p> <p>New section for September 2020</p> <p>November – amendments</p> <p>January – remote learning in place</p> <p>March – revised</p>	<p>27.7.20 All vulnerable pupils have been contacted and issued with a Chromebook if required. SLT have made contact with pupils not accessing online learning to offer support Holiday homework tasks have been sent to all children and are not reliant on online access Books have been given to pupils Costs going forward will be high to meet the needs of the recovery curriculum and potential change to teaching and learning</p> <p>September 2020 -Recovery curriculum Focus on revision of previous year's learning targets in English and Maths. Staff remit is to identify gaps, address them before moving on to the new year's curriculum. However, those at the stage to undertake new learning, must be supported and challenged. Expectation is that children need to move to covering current year groups targets as soon as they are ready Baseline assessments will be carried out in the first 2 weeks. Following sessions to be planned to close gaps to ensure at least good if not accelerated progress from Autumn baseline. Time will be given to settle in all pupils and address emotional needs. However, it is anticipated that children will respond to the structure of being back in school, relatively quickly. Support will be given to those struggling. <u>Curriculum Autumn 1 – 'My journey' & "Our Heritage'</u> Focus: Celebrating out diversity, strengths and history. Outcomes expected: Reading for pleasure and exposure to variety of texts. Writing outcome related to topics, current affairs – BLM, discussion/debate, art piece of work. PHSE links and writing for purpose. Expectations for teaching timetable: Daily English & maths lessons as normal Delivery of weekly PE, daily mile RE/PHSE Curriculum as normal Autumn 2/ Spring Term – Continue with programme for foundation subjects October/November Staff meetings held in October regarding further improving remote learning in preparation for potential local in school/whole school lockdowns. Staff to receive continual CPD – expectation for some zoom sessions daily, work to be completed and uploaded for teachers to mark. Regular feedback given. Devices distributed to vulnerable pupils together with free WiFi access for those needing it. Alternative arrangements will be made for pupils not able to access remote learning and where alternative learning is more appropriate. Zoom parent/contact meetings scheduled for October. Use of additional teacher who will only work at school Jan – End of term assessments evaluated and catch up programme/groups to be implemented for the next term</p>

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
-----------	-----------------------------	--------------------------------------	--	--------------------------

	<p>Use of additional teacher who will only work at the school Identified staff to be deliver catch up/intervention groups in year group bubbles select staff to cover PPA for specific areas – Music, PE and ICT Staff teaching in different bubbles to strictly follow guidelines to minimise risks</p> <p>March – Continue with programme for providing devices to FSM and vulnerable pupils. Children to keep devices on returning to school on the 8.3.21. Eventually work towards bringing devices in and organise long term programme for allocating it to pupils in need.</p> <p>All pupils requiring a device/additional Wi-Fi have been supported and will continue to be supported.</p> <p>Vulnerable pupils have been rigorously monitored over lockdown and will continue to be. Staff to be extra vigilant in identifying potentially vulnerably pupils not previously identified – pastoral, emotional and learning needs.</p> <p>Curriculum – Revised curriculum when children return</p> <p>Wk 1 – Focus on wellbeing whilst still maintaining basic core skills</p> <p>Wk 2 – Time to assess (continual assessment) to inform baseline and future teaching</p> <p>Catch up support to be implemented from w/c 8th March</p> <p>Teachers to carry out continuous assessments to inform baseline attainment and plan delivery of core subjects to address gaps and extend current learning. Intent – A broad and balanced curriculum in the afternoon to address wellbeing, pupil engagement and outdoor learning. Teachers to promote cross curricular opportunities for reading/writing and application of all core skills</p>	

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
------------------	------------------------------------	---	--	---------------------------------

CONTEXT				
COMMUNICATION WITH PUPILS IS THROUGH EMAILS, CALLS AND PARENTAL INVOLVEMENT.				
STAFF TAKE TURNS TO WORK WITH KW CHILDREN OVER THE TERM				
POTENTIAL HAZARDS – CHECKLIST 10-12- COMMUNICATION WITH PARENTS/PUPILS/LA/DIOCESE			Assessment of Risk	
REF			Low	Med
1.	Unable to contact parents/Pupils			High
2	Clarity and consistency of information from LA/Diocese		X	

<p>Parent communication 27.7.20 – Amendments made October – amendments Jan – continue with previous procedures</p>	<p>HT to share HT Junior email address with parents to contact her.</p> <p>HT monitors email and responds asap</p> <p>Follows up with a phone call if necessary</p> <p>HT weekly newsletter sent out</p> <p>HT uses T 2 Parents to email/text important communication 7 days a week.</p> <p>Information/resources shared with parents</p> <p>Contact lists set up for FSM and Vulnerable families, so that they can be contacted in the evening as well.</p> <p>Year group emails enable class teachers to deal directly with parents/pupils</p> <p>Class teachers send out a letter to parents every 2 weeks.</p> <p>School website uploaded with key information</p> <p>Families share messages and pictures for the website</p> <p>Support information regularly shared</p> <p>Normal channels of use –emails calls, texts School website</p> <p>Mid-year report sent to parents in April in place of parents’ evening.</p> <p>End of year reporting to be decided</p> <p>Offer of provision for KW and vulnerable children who are contacted weekly.</p> <p>Support will continue through voucher system (Gov.uk) and schools.</p> <p>Regular links for support are published in the newsletter and the website.</p>
---	--

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
-----------	-----------------------------	--------------------------------------	--	--------------------------

	<p>HT has supported parents with appeals for secondary schools. SLT have ensured contact has been made with new parents starting in September. 27.7.20 – Normal lines of communication will continue from September – Texts, calls, newsletters, google classroom, emails Identified families to be contacted at least twice during the summer break via email or calls. If concerns are raised, external agencies may be involved. October – continue with above procedures. SLT to catch parents at the front door at the start and end of the day, to ensure communication is being received. Regular reminders in HT newsletter to submit up to date contact details. 01.01.21 – Continue with the above Review new website to ensure parents are accessing information Communicate through year group emails and Google Classroom March Parents are contacted regularly. Communication through texts, emails, HT weekly newsletters, calls and website. Teacher/Parent contact meetings held in February before half term. Parents not attending followed up with phone calls, emails. Vulnerable pupils parents in regular contact. Class register of pupils attending zoom sessions and handing in work closely monitored by SLT. Follow up calls made if necessary. FSM queries are promptly addressed by SBM.</p>
Pupil communication	<p>Staff’s expectations shared with all pupils with clear structure for merit awards and sanctions if necessary</p> <p>Parents notified of any concerns, via telephone, email or if necessary, meet in person, following procedures</p> <p>Assemblies with each group – Faith focus via zoom or in a wide open outdoor space Pupils encouraged to discuss fears and hopes</p> <p>Staff will be guided on how best to support children in the phased return, emotionally and academically SLT to contact pupils only if necessary, over the summer break via parents email addresses</p> <p>March – as above. Staff call and ask to speak to children not attending zoom sessions. Children then invited into school provision if there are concerns. As from 8.3.21 – Only pupils who are CEV will be authorised to remain at home. All absences not falling into this category will be unauthorised and followed up.</p>

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
-----------	-----------------------------	--------------------------------------	--	--------------------------

<p>LA 27.7.20 amendments made October – amendments made</p>	<p>Regular weekly contact with Rachel Fox (Link Advisor) Weekly emails from Croydon Support for EHCP and Vulnerable pupils Regular HT meetings with the LA and PHE Sharing of information and resources to support vulnerable Teams meetings to discuss plans Chairs Briefings/updates 27.7.20 HT to keep to date with Gov guidelines/releases and circulate to SLT as necessary October HT to attend regular LA virtual meetings HT/DHT regular virtual meetings with SIP from the LA Jan – regular zoom calls with Director of Education. Concerns shared via email or calls. March – continue with the above . Regular contact with PHE and DFE if necessary All outbreaks of Covid-19 in the school have been reported to the DFE and LA. Appropriate paper work completed and letters sent to school community. Continue with this practice.</p>
<p>Diocese Reviewed each term</p>	<p>Weekly email from the Commission Zoom meetings March- Continue as above</p>

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
-----------	-----------------------------	--------------------------------------	---	--------------------------

POTENTIAL HAZARDS – CHECKLIST 13 TRANSITION		Assessment of Risk		
REF		Low	Med	High
1.	SECONDARY		X	
2	RECEPTION	X		
3	NURSERY	X		
4	YEAR 3	X		

SECONDARY	Supporting families appealing. HT has written letters of support and spoken to families on the phone. Appeals are currently taking place remotely Autumn Term – continued to support parents as usual in line with normal practice. School open Spring Term – Monitor pupil applications, liaise with LA with the new system of processing applications
YEAR 3 RECEPTION NURSERY	Monitoring places offered and confirmed. Letters were sent out during the Easter holiday SB set up Google forms for parents to accept the offer HT been liaising with Croydon Admissions to ensure pupils in Y2 on the waiting list for Y3 have high priority SBM has confirmed 30 hours for Nursery from September Parents have been informed Office have supported with chasing families who had not accepted within time frame.
SHARING OF INFORMATION WITH OTHER SCHOOLS	Contact will be made with Nurseries to exchange information relating to new reception children SENCO is liaising with Croydon about Y6 transition meetings to exchange information Y3 – SLT will contact previous schools for information regarding new pupils into Y3 and other in year admission groups
Open Days October – amended	October HT Liaise with LA/Diocese and PHE re open days. Virtual open days advertised Saturday and after school (Wed) dates published. Parents to wear masks, groups of no more than 6, all to book slots. 10 minute talk in the infant hall, tour to take place outdoors, parents can look into the classrooms Nov - All tours suspended until lockdown is lifted. HT to offer zoom calls Review if lockdown restrictions are lifted and schedule additional dates until 15th January (restrictions allowing) Website to promote school - virtual

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
------------------	------------------------------------	---	--	---------------------------------

POTENTIAL HAZARDS – CHECKLIST 14- FINANCE		Assessment of Risk		
REF		Low	Med	High
1.	ADDITIONAL COSTS INCURRED – CLEANING, FSM SUPPORT, PPE		X	
2	LOSS OF EARNING – NO LETTINGS		X	
3	STAFF COSTS – ABSENCES		X	

<p>ADDITIONAL COSTS INCURRED 27.7.20 – Amendments made Autumn Term</p>	<p>SBM has a well-informed knowledge of expenditure and possibility of claiming some expenses. Financial procedures for purchasing have been maintained in line with normal practice SBM works closely with SLT to priorities buying to support safety for all – purchase of PPA and other essentials Extending cleaning hours to address risks Best prices are sourced for essentials Some savings have been made – photocopying, purchase of food for meals 27.7.20 SBM has been actively supporting FSM families to access their supermarket vouchers. Considerable amount of his time has been spent to provide this support, mainly out of school time. He has ensured families receive vouchers over the summer break and issues are followed up.</p> <p>The cost of additional cleaning sessions will need to continue and not all the future costs can be claimed. School have decided to continue providing PPE, again this cost will not be covered by the Government.</p>
---	---

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
-----------	-----------------------------	--------------------------------------	--	--------------------------

	<p>Autumn Term & Spring 1 - Staff absences covered internally. Catch up funding used to take on an additional agency teacher to cover groups. Staff self-isolating or absent meant supply teacher had to be utilised to cover classes.</p> <p>March - Staff absences will need to be covered possibly by agency teachers. This will be as a last resort to minimise potential risks of bringing in additional personnel from outside the school community.</p>
<p>LOSS OF LETTINGS 27.7.20 – Amendments made</p>	<p>No lettings has led to a reduction in income. Hoped that this will pick up depending on the next few months. 27.7.20 Hoped to begin lettings of the Junior Hall – information discussed with PHE</p>
<p>STAFF COSTS 27.7.20 – Amendments made</p>	<p>Additional hours agreed for some staff to support 1:1 and for a class teacher to teach for an additional day, have been honoured. 27.7.20 Potential costs may be incurred if some staff are not available to work in September Spring term – Lockdown Premises will not be leased to outside parties unless for educational purposes. Holiday clubs will have to show evidence of a thorough risk assessment</p>
<p>Extra funding</p>	<p>27.7.20 Government is funding catchup sessions for pupils at an approximate cost of £80 for implementation in Autumn 2 SLT will look into hiring a teacher on a temporary contract to provide this support Spring Term Catch up funding allocated FSM vouchers Possible Holiday offer for second half of Easter break for FSM. SLT to look into it and liaise with BASC staff</p>

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
-----------	-----------------------------	--------------------------------------	---	--------------------------

POTENTIAL HAZARDS – CHECKLIST 15 COVID-19 CONSIDERATION/SOCIAL DISTANCING		Assessment of Risk		
REF		Low	Med	High
1.	Travel to and from school – using public transport			X
2	Social distancing			X
3	Staffing			X

<p>TRAVEL – PUBLIC TRANSPORT 27.7.20 Amendments made October – amendments added Spring Term – reviewed</p>	<p>Wherever possible, encourage families to walk to school. If they are using public transport, ensure handwashing happens on entry to school (handwashing needs to take place for all pupils) Agree a timetable with parents to support travelling at off peak times to minimise risks Offer PPE to support safety 27.7.20 Children/school community will be reminded of the need to follow Government guidance – mask wearing, social distancing October/November Reminder for adults/children to wear masks when travelling on public transport and walk where ever possible Spring term Continue to follow Government recommendations for safety when using public transport Work with staff using public transport to adjust starting and finishing times to support staff not travelling at peak times</p>
<p>SOCIAL DISTANCING 27.7.20 No amendments made Continue Nov – amendments made</p>	<p>Remind children of the need to follow rules Ensure children are clear of the consequences of breaking rules – could result in being sent home Use visual clues, rhymes, prompts for younger children and EAL/SEND. Review spacing once children have been in and adapt as necessary Nov Staff to wear masks when moving around the premises unless they are exempt for medical reasons. They need to liaise with SLT Staff to wear masks when dismissing children at the end of the day and when in meetings. Reinforce the need for social distancing and following all guidelines regarding potential symptoms of Covid-19</p>

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
-----------	-----------------------------	--------------------------------------	--	--------------------------

<p>STAFFING 27.7.20 Amendments made</p> <p>Autumn Term Amendments made</p> <p>Spring Term Amendments made March – reviewed</p> <p>SCHOOL COMMUNITY</p>	<p>Should there not be adequate staffing to maintain safe provision, it may be necessary to close the school. The HT will discuss it with the Chair of Governors and then inform parents</p> <p>Following ratios have to be maintained Rec 1:6 Year 1 1: 7 Year 6 1: 9</p> <p>27.7.20 School will open to all children as from September 2020 Should there be a high level of absences, it will be necessary to bring in supply staff which will impact on the budget</p> <p>27.7.20 Staggered entry/ exit times Morning – Junior children enter alone, staff ensure they get to class Pavement or school grounds marked at 2m intervals to indicate to parents distance to be maintained and where to wait. End of the day for Junior children - children are escorted down in their staggered groups and asked to stand in allocated areas in the playground. Adult in the playground dismisses them to the other side of the playground where the adult collects. Parents will need to queue up Staff to maintain 2m distance from parents and each other</p> <p>Sept Whole school returns. All procedures to be followed as shared with staff. All stakeholders to be updated regularly on reviews and changes to be implemented.</p> <p>October/November As above. Summary of procedures/actions taken</p> <ul style="list-style-type: none"> • One way system around the school • KS2 parents drop off at the Woodend Gate in the morning and pick up from the playground at the end of the day - staggered • Staggered start and finish for whole school • Siblings to be dropped off and picked up first • KS1 to dismiss from the classroom doors • KS1 parents to drop off at the Crown Dale entrance – SLT to man gates and staff to welcome children and direct to classrooms • Nursery and Reception pupils to accompany their children in if they need to settle • Only essential meetings to be arranged – masks to be worn, meetings held in a large, ventilated room
---	---

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
-----------	-----------------------------	--------------------------------------	--	--------------------------

	<ul style="list-style-type: none"> • Parents not allowed into the school building • Parents encouraged to contact the office via telephone/email or if absolutely necessary, through the office window. • Staff to wear masks during transition and in school offices. Limit to number of people allowed in the office • In the event of a staff member testing positive, bubble will be closed, PHE advised, parents and whole school community informed. • Staff self-isolating will be expected to work from home, if they are well. <p>Jan – Continue with the above. Review if building work is to start during term time. Review mid Jan in line with new school office set up</p> <p>March -Follow latest Govt recommendations. All the above procedures to be maintained.</p> <p>1st March – All staff in for the week. End of previous rota used.</p> <p>Social distancing</p> <p>No mixing of staff between buildings</p> <p>Masks to be worn around the building – unless there is a medical reason. Staff to share medical reasons with HT</p> <p>Continue with rigorous hand hygiene</p> <p>Staff restricted to their own bubbles</p> <p>Separate staff rooms</p> <p>Staggered start and finish</p>
--	--

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
-----------	-----------------------------	--------------------------------------	--	--------------------------

POTENTIAL HAZARDS – CHECKLIST 15 COVID-19 CONSIDERATION/SOCIAL DISTANCING		Assessment of Risk		
REF		Low	Med	High
1.	Travel to and from school – using public transport			X
2	Social distancing			X
3	Staffing			X

TRAVEL – PUBLIC TRANSPORT 27.7.20 Amendments made October – amendments added Spring Term – reviewed	<p>Wherever possible, encourage families to walk to school.</p> <p>If they are using public transport, ensure handwashing happens on entry to school (handwashing needs to take place for all pupils)</p> <p>Agree a timetable with parents to support travelling at off peak times to minimise risks</p> <p>Offer PPE to support safety</p> <p>27.7.20</p> <p>Children/school community will be reminded of the need to follow Government guidance – mask wearing, social distancing</p> <p>October/November</p> <p>Reminder for adults/children to wear masks when travelling on public transport and walk where ever possible</p> <p>Spring term</p> <p>Continue to follow Government recommendations for safety when using public transport</p> <p>Work with staff using public transport to adjust starting and finishing times to support staff not travelling at peak times</p>
SOCIAL DISTANCING 27.7.20 No amendments made Continue Nov – amendments made	<p>Remind children of the need to follow rules</p> <p>Ensure children are clear of the consequences of breaking rules – could result in being sent home</p> <p>Use visual clues, rhymes, prompts for younger children and EAL/SEND.</p> <p>Review spacing once children have been in and adapt as necessary</p> <p>Nov</p> <p>Staff to wear masks when moving around the premises unless they are exempt for medical reasons. They need to liaise with SLT</p>

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
-----------	-----------------------------	--------------------------------------	--	--------------------------

	<p>Staff to wear masks when dismissing children at the end of the day and when in meetings. Reinforce the need for social distancing and following all guidelines regarding potential symptoms of Covid-19</p>
<p>STAFFING 27.7.20 Amendments made</p> <p>Autumn Term Amendments made</p> <p>Spring Term Amendments made March – reviewed</p>	<p>Should there not be adequate staffing to maintain safe provision, it may be necessary to close the school. The HT will discuss it with the Chair of Governors and then inform parents</p> <p>Following ratios have to be maintained Rec 1:6 Year 1 1: 7 Year 6 1: 9</p> <p>27.7.20 School will open to all children as from September 2020 Should there be a high level of absences, it will be necessary to bring in supply staff which will impact on the budget</p> <p>27.7.20 Staggered entry/ exit times Morning – Junior children enter alone, staff ensure they get to class Pavement or school grounds marked at 2m intervals to indicate to parents distance to be maintained and where to wait. End of the day for Junior children - children are escorted down in their staggered groups and asked to stand in allocated areas in the playground. Adult in the playground dismisses them to the other side of the playground where the adult collects. Parents will need to queue up</p> <p>SCHOOL COMMUNITY Staff to maintain 2m distance from parents and each other</p> <p>Sept Whole school returns. All procedures to be followed as shared with staff. All stakeholders to be updated regularly on reviews and changes to be implemented.</p> <p>October/November As above. Summary of procedures/actions taken</p> <ul style="list-style-type: none"> • One way system around the school • KS2 parents drop off at the Woodend Gate in the morning and pick up from the playground at the end of the day - staggered • Staggered start and finish for whole school • Siblings to be dropped off and picked up first • KS1 to dismiss from the classroom doors • KS1 parents to drop off at the Crown Dale entrance – SLT to man gates and staff to welcome children and direct to classrooms

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
-----------	-----------------------------	--------------------------------------	--	--------------------------

	<ul style="list-style-type: none"> • Nursery and Reception pupils to accompany their children in if they need to settle • Only essential meetings to be arranged – masks to be worn, meetings held in a large, ventilated room • Parents not allowed into the school building • Parents encouraged to contact the office via telephone/email or if absolutely necessary, through the office window. • Staff to wear masks during transition and in school offices. Limit to number of people allowed in the office • In the event of a staff member testing positive, bubble will be closed, PHE advised, parents and whole school community informed. • Staff self-isolating will be expected to work from home, if they are well. <p>Jan – Continue with the above. Review if building work is to start during term time. Review mid Jan in line with new school office set up</p> <p>March -Follow latest Govt recommendations. All the above procedures to be maintained.</p> <p>1st March – All staff in for the week. End of previous rota used.</p> <p>Social distancing</p> <p>No mixing of staff between buildings</p> <p>Masks to be worn around the building – unless there is a medical reason. Staff to share medical reasons with HT</p> <p>Continue with rigorous hand hygiene</p> <p>Staff restricted to their own bubbles</p> <p>Separate staff rooms</p> <p>Staggered start and finish</p>
--	--

CHECKLIST	Phase 1 Current- to June	Phase 2 Gradual Managed expansion	Phase 3 Sustained provision until elimination of risk-	Phase 4 Post Pandemic
------------------	------------------------------------	---	---	---------------------------------