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OCC COVID19: Updated September 2021 Risk Assessment and Action Plan

SCHOOL NAME: St Michael's C of E Primary School & New Marston Pre-School

OWNER: Rosalind Owen – Head Teacher

DATE: From 1 September 2021

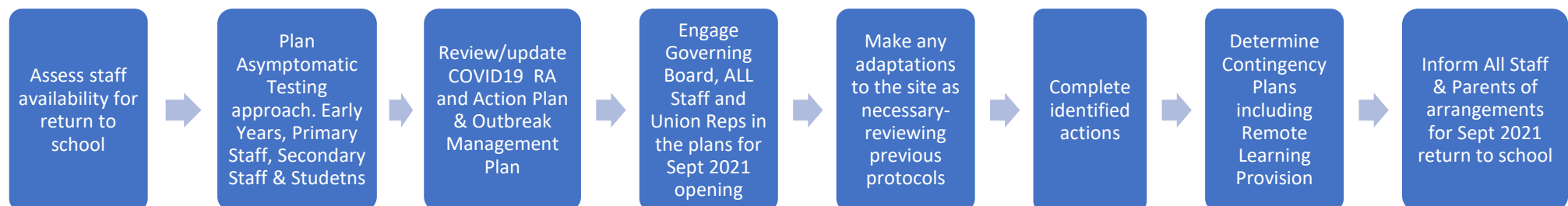
Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken, and measures put in place for the return to school September 2021 and ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- School specific Health and Safety Policy
- First Aid Policy
- DFE Guidance relating to COVID19 [Guidance for schools: coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/guidance-for-schools-coronavirus-covid-19)
- [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - RIDDOR - HSE](https://www.hse.gov.uk/riddor/)
- [The Health Protection \(Notification\) Regulations 2010 \(legislation.gov.uk\)](https://www.legislation.gov.uk/uksi/2010/1273)
- Public Health England (PHE) (2017) [Health protection in schools and other childcare facilities - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/health-protection-in-schools-and-other-childcare-facilities)

Risk Assessment for September 2021 return:



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**The below table includes examples in grey, these are not exhaustive.*

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Engagement in Risk Assessment and Planning	Risk assessment process fully engages staff, governing board and union representatives. Schools COVID-19 operational guidance - GOV.UK (www.gov.uk) Actions for early years and childcare providers		L	Covid Risk Assessment for Sept 2021 discussed with FGB on 31/08/2021. Standing item for review at all staff meetings for teachers and support staff. Published on front page of school website. Head & Deputy monitor effectiveness of protection measures, change as necessary and report to governors for review. RA reviewed in event of changes to local/national risk level and guidance.	From 31/08/2021 and then ongoing	L
Site Arrangements Coronavirus: latest information and advice - HSE news	Review office space(s) to allow staff to continue to work safely.	Main, Head's and CWC offices allow for social distancing and ventilation.	M	Limit number of people physically in each office: 3 in main office; 2 in CWC office and 5 in Head's office. Windows to be open when offices occupied.	Ongoing since April 2020	L
	Review access/egress by pupils, staff, visitors and manage as appropriate for the safety of all-based on summer term processes/procedures. What worked/what didn't. Any other physical changes necessary? Maintain one-way system(s), appropriate signage etc	Bottlenecks likely at entrance to school.	M	Entrance to school site for majority of families through field gate off John Garne Way. Year 2 families and pushchairs use Marston Road entrance. Year 1 families use Y1 playground gate in carpark. Year 6 use side entrance by SMASH room. Gates open between 8:40 and 8:55 in the morning and from 3:10 in the afternoon – Head or Admin Manager in playground at start and end of the day. Each class has separate external door	From Sept 1 2021	L

				and children enter classroom directly on arrival. Parents needing to speak to office asked to wait outside main entrance. Only school staff, children, Governors and contractors to come into school building. Parents asked not to enter school building.		
	Review premises lettings and best practice approach, as required		M	Lettings policy currently under review. Any bodies letting premises expected to abide by school RA and undertake thorough cleaning after use.	ongoing	L
	Consideration given to the arrangements for any deliveries.		L	All non-kitchen deliveries made to front entrance – delivery drivers leave boxes outside for office staff to bring in – social distancing observed and no signatures required. Kitchen deliveries to external Kitchen door – delivery driver not to enter Kitchen. Scrupulous hand hygiene by staff handling deliveries.	In place since April 2020, ongoing	M
	Dedicated testing site organised, signage up and robust cleaning processes in place (Secondary)	n/a				
	Regular communication with Parents/Carers confirming expectations/requirements when on the school site. Appointment only procedure still in place?			This RA shared with parents 1/9/2021 along with summary of latest control measures for start of new school year. Any changes communicated as necessary. Main means of communication with parents is: weekly Missive; Class Dojo/Tapestry; email or phone through the Office;	In place since 02/06/2020 ongoing	

				short exchange of messages with classroom staff at start and end of the day; longer meetings with teaching staff by appointment which can be in person or by Zoom.		
	Safe Contractor management			Only pre-booked contractors allowed on site. Contact details of all visitors in school logged and kept by office for 25 days for sharing with Test and Trace if necessary.	Ongoing since April 2020	
Emergency Evacuations	<p>Evacuation routes are confirmed, and signage accurately reflects these. NB In the event of emergency the priority is getting out of the building calmly.</p> <p>Consideration given to PEEP (Personal Emergency Evacuation Plan) – buddies are assigned or reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<p>Evacuation routes would cause multiple groups of people to come into contact. More appropriate alternatives are possible.</p> <p>New staff and children requiring PEEP</p>	M	<p>All classrooms have external exits for their sole use. Fire evacuation routines remain unchanged. Practice Fire Drill as soon into the new term as possible, capturing all new children and staff.</p> <p>Review individual need for PEEPs and coordinating writing of new PEEPs with classroom staff by end of first week of new school year.</p>	Ongoing PEEP review Sept 2021	L
Cleaning and waste disposal	<p>Review enhanced cleaning regime is in place in line with COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)</p>		M	<p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p>	Ongoing since June 2020	L

				<p>Hand towels and handwash checked and replaced as needed by Alec Newbigging at the start of each day and then during the day by classroom staff as necessary</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p> <p>Classroom furniture and shared equipment, eg. Chromebooks, musical instruments, PE equipment, wiped down with antiseptic cleaner before and after use and during the school day.</p>		
	<p>Cleaning staff capacity is adequate to enable enhanced cleaning regime – any adjustments required?</p>			<p>Marcos Cleaners contracted to work additional hours after school and cleaning contact reviewed and revised summer 2021.</p> <p>Deep clean in holiday period.</p>		
	<p>Adequate cleaning supplies and facilities around the school are in place. Any further changes necessary?</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	<p>No hand sanitiser for visitors to reception.</p> <p>Classrooms do not have tissues.</p> <p>Low supply of soap.</p>	M	<p>Hand sanitiser available at the school entrance and in all classrooms</p> <p>Lidded bins for specific waste</p> <p>Disposable tissues in each classroom to implement the ‘catch it, bin it, kill it’ approach with signage</p> <p>Stock check and ordering schedule reviewed, and orders made by KD in timely manner</p>	Ongoing since April 2020	L
	<p>Sufficient time is available for the enhanced cleaning regime to take place.</p>		M	<p>All staff advised to vacate classrooms at end of day in order for cleaning to be undertaken. Classrooms to be kept tidy, surfaces clear at the end of the day.</p>	Ongoing since June 2020	L

	Waste disposal process in place for potentially contaminated waste, including testing waste.			Waste bags and containers - kept closed and stored separately from communal waste for 72 hours Waste collections made when the minimum number of persons are on site (i.e. before normal opening hours). COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)		
	Process in place for safe removal and/or disposal of face masks (if this is a school requirement).			Used face masks to be disposed of in lidded bin in First Aid Room.		
	Safe and appropriate storage of large supplies of alcohol gel	No flammable store	H	KD to source appropriately sized flammable stores for First Aid room and for CWC.	Sept 2021	L
Classrooms	Classrooms allow as much space between individuals as practical.			No more than 15 tables and 30 chairs for children and staff desk and chairs in each classroom. All soft furnishings removed. Other furniture arranged around walls or removed for storage to maximise space. Each child will have their own designated and labelled table space and chair. In KS2 tables to be arranged facing front with children sitting side by side. Furniture arranged to maximise space between children. No mess and clutter.		
	Review classroom entry and exit routes, any further changes required and is appropriate			Each classroom has dedicated external and internal door.		

	signage in place. Consider lessons learnt from earlier in the year.			Year 5 and 6 to stagger entry and exit times to minimise bottleneck when leaving and entering classroom and using shared cloakroom spaces.		
	<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources.</p> <p>Review any sharing of equipment as necessary and cleaning measures required</p> <p>Review non-essential equipment or resources which are not easily washable or wipeable.</p> <p>Review information posters which are displayed across the site; at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets, are any changes necessary?</p>	<p>Inappropriate sized equipment for smaller children in Classroom</p> <p>Soft toys, cushions and beanbags in classroom are not easily washable.</p> <p>No COVID19 information posters currently in place. Limited reminders/ awareness for children.</p>	M	<p>Equipment in classrooms age and size appropriate for children.</p> <p>‘Sniffle Station’ clearly labelled in each classroom with paper tissues, hand sanitiser and bin to implement the ‘catch it, bin it, kill it’ approach</p> <p>All sinks around school supplied with soap and paper towels and kept uncluttered – aim that any sink can be used for handwashing. All sinks have hand washing instruction posters.</p> <p>Majority of soft furnishings remain removed from classrooms – fabric used in Reception classroom washed weekly.</p> <p>Children have their own stationery</p> <p>All shared equipment wiped/washed with antiseptic before and after use eg. musical instruments, computers, PE equipment</p> <p>Separate stationery resource trays available for each child in school – labelled with their name and only used by them. Children instructed</p>	ongoing since June 2020	L

				<p>not to bring their own stationery resources into school. Pencil cases available to help reduce clutter</p> <p>Resources shared between class groups (eg plastic small world/construction) washed/wiped with antiseptic wipes before moving to another classroom</p> <p>Staff manage access of children to resources in class</p> <p>All books returned after time at home quarantined – return book box in each classroom quarantine for 5 days – managed by SP</p> <p>SP supplies each class with a selection of appropriate books from library</p> <p>Information posters – hand washing, catch it bin it kill it, symptoms, social distancing in each classroom and at entrance points</p>		
	Furniture arranged to minimise contact as much as possible e.g. Desks side by side, facing front, where age appropriate.	Chairs not comfortable for long term use i.e. science lab re-purposing as a classroom.		In KS2 tables arranged facing front with children sitting side by side. Furniture arranged to maximise space between children.	ongoing since June 2021	
	Increased ventilation (where reasonably practicable – cost versus risk exercise).	Reminder to keep windows/doors open as much as practically possible and/or purge		Through flow of air essential in all classrooms, offices, group rooms and hall when occupied. Windows and external doors kept open at all times	ongoing since June 2021	

	<p>21/08/21 update from GOV.UK All schools to receive carbon dioxide monitors - GOV.UK (www.gov.uk)</p> <p>Currently under review by OCC H&S in conjunction with other LA's/DfE/HSE Guidance - The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE COVID-19 advice provides more information.</p> <p>The current Schools COVID guidance states</p> <p>"DfE is working with Public Health England, NHS Test and Trace, and the Scientific Advisory Group for Emergencies (SAGE) on a pilot project to measure CO2 levels in classrooms and exploring options to help improve ventilation in settings, where needed.</p>	<p>fresh air at mid-morning and lunch break. Investigating options for improving mechanical ventilation system, where practicable to do so.</p> <p>Following DfE, HSE and CIBSE guidance, schools should, as part of their risk assessment, be identifying any areas of concern. e.g., where there's no natural ventilation/air flow; areas that feel stuffy etc.</p>		<p>while rooms are occupied regardless of temperature.</p> <p>When rooms are unoccupied eg at break times or once children have gone home - rooms must be fully ventilated with doors open and windows fully open.</p> <p>Children can wear extra layers, coats etc to keep warm.</p> <p>Ventilation and air conditioning during the coronavirus (COVID-19) pandemic (hse.gov.uk)</p>		
Staffing	<p>Review staffing numbers required for Sept 2021 return have been determined including support staff such as facilities, IT, midday and office/admin staff.</p>			<p>All staff expected in school from Sept 1 2021 allowing for sufficient cover throughout the school day. Staff will be redeployed as necessary.</p>	<p>Sept 2021</p>	
	<p>Approach to staff absence reporting and recording in place. All staff aware.</p>			<p>Normal practice remains in place. Staff to inform Head in event of developing Covid-19 symptoms and/or positive LFD or PCR test.</p>	<p>ongoing</p>	
	<p>Review any individual staff risk assessments (clinically extremely vulnerable, pregnant staff), are there appropriate and sufficient</p>		<p>H</p>	<p>RA and working conditions for individual staff will be reviewed in line with latest government guidance.</p>		<p>L</p>

	<p>arrangements in place for mitigating risks as identified. Guidance on protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</p> <p>Coronavirus: how to stay safe and help prevent the spread - GOV.UK (www.gov.uk)</p> <p>Communication arrangements are in place and clear for staff concerning their role in continuing to support the working of the school.</p>			<p>Advice to shield is currently suspended.</p> <p>In event of change to medical status of any child or member of staff, latest gvmt advice will be followed, including pregnancy.</p> <p>In the event of staff needing to shield/isolate, where possible, appropriate work will be found for them to do at home</p>		
	<p>Plans to respond to any increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.</p>			<p>In event of threshold for increase in Covid-19 cases in school being met:</p> <ul style="list-style-type: none"> • 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or • 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period <p>Head will seek advice from Public Health. Any necessary measures recommended by PHE will be implemented.</p>	<p>From Sept 2021</p>	

				<p>If necessary control measures detailed in RA of 17/5/2021 will be implemented to stop the spread of infection.</p> <p>In the event of staff absence, the following cover arrangements will be implemented:</p> <p>AN/RO/EM/JD/KD can all open and close the school building</p> <p>EM can deputise for RO</p> <p>JD/KD can manage email communication; in the event of either becoming ill, their emails can be diverted to each other</p> <p>RO/JD can both cover Safeguarding should either become ill</p> <p>RO can cover SEN should EJB become ill</p> <p>In the event of teacher illness, existing part time teachers will be asked to cover. If this is not possible, supply cover will be sought. TAs will be redeployed to areas of greatest need to cover for TA absence.</p>		
	Where appropriate/necessary, consideration given to staff clothing expectations and information shared with staff. to			Staff dress code is smart casual – no change required	ongoing	

	ensure clothes worn are easily washable (e.g. no ties).			If staff teaching PE, come to school in appropriate sportswear and footwear		
	Approaches for meetings and staff training in place.			<p>Weekly staff meetings and internal training will be in person. All meetings in well ventilated Hall or classroom, with adequate space between staff.</p> <p>External staff training may be in person or virtual, dependant on provider.</p> <p>Governors' meetings will continue to be virtual as recommended by OCC Governor Services.</p> <p>Meetings with external providers eg SENSS/Social Services conducted in person or using Skype or Teams.</p> <p>1:1 sessions with Speech and Language Therapist (SLT), Arch Readers and volunteers, sport and music tuition can take place in person.</p>	ongoing	
	Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision agreed and communicated.			Where a child is not in school because of Covid-19, they will join their class remotely throughout the day using Google Classroom. If needed, they will be provided with a school Chromebook.	ongoing	
	Consideration given to the options for redeployment of staff to	TA s are required to lead some groups as		In the event of teacher illness, existing part time teachers will be	ongoing	

	<p>support the effective working of the school.</p> <p>If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.</p>	<p>not enough teachers on site to cover numbers.</p>		<p>asked to cover. If this is not possible, supply cover will be sought. TAs will be redeployed to areas of greatest need to cover for TA absence.</p> <p>As much as possible, staff will remain with one class.</p> <p>Staff will be carefully briefed if significant change in nature of tasks.</p>		
	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support.</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>			<p>HT has an open door policy and every effort will be made to support staff sympathetically. Staff encouraged to seek additional support and advice for through school's OH and similar provision.</p> <p>Staff will be consulted regularly about the contents of this RA.</p> <p>Schools who subscribe to the EAP can access this link</p> <p>http://schools.oxfordshire.gov.uk/cms/content/employee-assistance-programme</p>	ongoing	
	<p>Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.</p>			<p>Staff are provided with LFD for bi-weekly testing. Testing in schools is being reviewed by gvmt at end of September</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p>	ongoing since Jan 2021	
	<p>The approach for inducting new starters has been reviewed and</p>			<p>All new staff receive face to face induction, access to copies of relevant</p>	ongoing	

	updated in line with current situation.			documentation and appropriate training.		
	Any staff contracts that need to be issued, extended or amended considering the current situation have been.			KD continues to keep all contracts under review and manages all changes to contracts for existing staff (eg upgrading, change of hours, move from temporary to permanent)	ongoing	
	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.			KD continues to manage all HR issues	ongoing	
	<p>Review and communicate arrangements for any visitors/contractors on site, protocols and expectations required.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>			<p>Only pre-booked contractors will be allowed on site.</p> <p>Contact details held by office</p> <p>All contractors entering building asked to abide by school covid-19 protocol as well as following usual practices. To wear PPE as directed by their employer, but masks to be worn in school building</p> <p>KD to liaise with contractors' employers to check with the contractor any requirements their employer has specified before visit.</p> <p>Contractors to visit outside hours that children are in school if possible.</p>	ongoing since June 2020	
	Arrangements in place for any externally employed adults delivering learning in school e.g.	Decide on the delivery of this learning		This RA shared with all externals.	ongoing	

	sports coaches, music tutors, forest school leaders. Protocols and expectations shared.	Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.		Externally employed adults can come into school if they are vaccinated and are taking bi-weekly LFD tests. All language, PE, music tuition, volunteer readers and club leaders to continue in person if vaccinated and testing. Where an adult is not vaccinated and will not undertake LFD testing we will try to accommodate them through remote learning, where this is appropriate.		
Mixing and 'bubbles'	<p>GOV.UK no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used for any summer provision (for example, summer schools) or in schools from the autumn term.</p> <p>As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and alternative arrangements to avoid mixing at lunch are no longer needed.</p> <p>Contingency plans (sometimes called outbreak management plans) should cover the possibility that in some local areas it may become necessary to reintroduce</p>			<p>In the event of an outbreak of Covid-19 in school we will work with local public health and take their advice about managing the situation. If class bubbles need to be reintroduced we will revert to control measures outlined in RA of May 2021.</p> <p>From Sept 2021 class bubbles will no longer be maintained, but some measures adopted from Sept 2020 will continue:</p> <p>Main entrance/exit to school grounds will be field gate off John Garne Way. Assemblies and morning break times will continue to be staggered between 10:00 and 10:40. Y4-6 will come to assembly in the Hall at 10:00; break from 10:20 Y1-3 will come to assembly in the Hall at 10:20; break from 10:00</p>	from Sept 2021	

	<p>'bubbles' for a temporary period, to reduce mixing between groups.</p> <p>Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.</p>			<p>Classes will have separate toilets and children must be supervised.</p> <p>Lunch: Reception children will eat their lunch in CWC.</p> <p>The Hall will be used for lunches for Years 1 to 6. Tables will be more spaced out and children must be seated with their class.</p> <p>Each class will have their own labelled playground equipment.</p> <p>Children can play anywhere on playground but must wash hands when returning to classroom, before eating etc. To minimise class mixing at end of break, Y6 to use sinks outside classrooms for handwashing and Y5 to use sinks in toilets.</p> <p>Library times will remain virtual to minimise Librarian's exposure to whole school population.</p> <p>Classroom staff remain largely with one class</p>		
	Identified solutions to any workforce capacity issues are in place.			2020-21 staffing levels maintained despite lower pupil numbers.	Sept 2021	
Social Distancing? Hands, face, space and fresh air!	From GOV.UK; Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. Employers should be able to explain the measures they have in place to keep CEV staff safe at work. The			Measures to reduce excessive mingling of staff and children from different classes in place: Staggered break, lunch and assembly times Separate toilets and supervised toileting times. Y5 and 6 to use separate handwashing facilities at end	from Sept 2021	

	<p>Health and Safety Executive (HSE) has published guidance on protecting vulnerable workers, including advice for employers and employees on how to talk about reducing risks in the workplace. If necessary, review arrangements for any continuation of protocols from summer term 2021:</p> <ul style="list-style-type: none"> • Staggered school drop off/pick up times and locations (if possible) without reducing teaching time • Staggered or limited amounts of moving around the school/ corridors • Classroom design • Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches • Toilet arrangements 			<p>of breaks (Y6 sinks by classrooms/Y5 sinks in toilets) Library times will remain virtual Minimise movement of children in school building. Cleaning of equipment shared between classes before and after use. Where staff who have been close contacts of positive Covid case do not need to isolate, they will be asked to wear a mask, keep socially distant where possible, but keep away from CEV children and adults, and undertake very regular LFD testing</p>		
	<p>Approach to avoiding children and young people entering school congregating in large numbers</p>			<p>Children use dedicated external door for their classroom. On arrival on school site, children move straight to class and sit at named table and wait for rest of class to arrive/class to begin.</p>	<p>ongoing since June 2020</p>	
	<p>Approach to assemblies – https://www.gov.uk/government/publications/actions-for-schools-</p>	<p>Consider and review any alternative outdoor areas</p>		<p>Monday to Thursday assemblies will be held in the Hall, but with 3 classes only.</p>	<p>From Sept 2021</p>	

	during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks	(weather permitting) for assemblies, classes etc.,		Y4-6 will come to assembly in the Hall at 10:00; break from 10:20 Y1-3 will come to assembly in the Hall at 10:20; break from 10:00 Friday's Sharing Assemblies will continue to be by Zoom. Class led Assemblies and festival services will continue to be pre-recorded and shared with parents. Parents will not be invited into school for assemblies.		
	Review arrangements in place for the use of the playground, including equipment.			Morning playtimes will be staggered: Y1-3 from 10:00 – 10:20 Y4-6 from 10:20 -10:40 Each class has their own playground equipment Children will wash hands on coming in from break.	From Sept 2021	
Transport	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.			Parents reminded of risks of transmission of covid-19 if they use public transport. Encouraged to walk, cycle or scoot if possible.	ongoing since June 2020	
	Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible.			Transport for swimming, sports fixtures and trips mainly for single classes. We will abide by conditions set by transport companies, but will check that their protocols include enhanced cleaning. Children to wash hands immediately after using transport.	ongoing	
	Support in place for children who have no alternative, to access			Parents reminded of risks of transmission of covid-19 if they use	since June 2020	

	public transport safely, recommending social distancing protocols where possible.			public transport. Reminded to wear face coverings and maintain social distancing.		
	Arrangements in place with transport providers to support any staggered start/end times.	n/a				
	Children and young people reminded to wear face coverings on public and school transport. See Visors/Face Covering below			Children reminded of need to wear face coverings and maintain social distancing if using public transport.	since June 2020	
Catering	Review arrangements in place to provide food to children on site, including the requirement of universal free school meals. Liaise with catering team/Contractor re any changes to processes and procedures/RA update			School Lunch Company will continue to provide meals for all those requiring them	ongoing	
	Review arrangements for when and where pupils and staff will take lunch (and snack time if necessary) – any adjustments necessary?			Reception Class lunch in CWC from 12:00. Lunches served in portable containers. Year 1 and 2 come to Hall at 12:00. Year 3 come to Hall at 12:20. Years 4, 5 and 6 called to the Hall in turn as space becomes available. Tables will be widely spaced; Hall will be fully ventilated; children will only sit on tables with their classmates.	from Sept 2021	
	Review arrangements for food deliveries in place – any adjustments necessary?			School Lunch Company places orders and, as with other deliveries to school, delivery drivers leave delivery	ongoing since June 2020	

				outside school building to be taken in by staff.		
PPE	Review PPE requirements and are appropriate supplies in place?			PPE available in First Aid room for all staff and visitors to take from freely as required. KD to continue to order PPE as necessary Current government advice will be followed	ongoing since June 2020	
Visors/face coverings	<p>Schools COVID-19 operational guidance - GOV.UK (www.gov.uk) Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.</p> <p>The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.</p> <p>Contingency framework: education and childcare settings (publishing.service.gov.uk)</p>			Current government advice will be shared with staff. Face coverings will continue to be available for all staff and visitors who want them. Staff who do not need to self-isolate after contact with positive Covid case will be asked to wear face coverings in school for 10 day period.	from Sept 2021	

<p>Response to suspected/ confirmed case of COVID19 in school</p>	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> • Which staff member/s should be informed/take action • Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated • Cleaning procedure in place • Arrangements for informing parent community in place 		<p>Staff who have symptoms or test positive for Covid-19 must call the Head Teacher. Parents of children with symptoms or who test positive for Covid-19 should contact the Office. Adults or children awaiting the results of a PCR test should not come into school until negative test result confirmed. If the test result is positive, they should self-isolate for 10 days from the date of the test or onset of symptoms. Head Teacher will manage any actions that need to take place in event of positive Covid case, following latest gvmt and PHE advice. Anyone who displays Covid-19 symptoms during the school day will be sent home and asked to arrange a PCR test. An unwell child awaiting collection, will be isolated in the First Aid Room, or outside, with adult supervision Staff caring for a child awaiting collection to keep a distance of 2 metres. PPE to be worn by staff caring for the child if 2 metres distance cannot be maintained. Staff to wash their hands after caring for a child with symptoms. All areas where a person with symptoms has been to be thoroughly</p>	<p>From Sept 2021</p>	
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				<p>cleaned and disinfected after they have left.</p> <p>COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)</p> <p>We will use the latest template letters from PHE as a guide for informing the school community of a positive case in school.</p>		
Approach to confirmed COVID19 cases in place: outside of school hours	<ul style="list-style-type: none"> • Cleaning procedure in place • Arrangements for informing parent community in place • Contact tracing arrangements if needed 			<p>Where information about a positive Covid case is received outside school hours, we will inform school community as soon as possible. NHS is now responsible for tracing arrangements in schools. We will provide them with information if they ask for it and if complies with GDPR legislation.</p>	From Sept 2021	
Review any changes to the school day/timetables and communicate with parents.				<p>School will be open to children from 8:40. Registration at 8:50. End of the school day at 3:15. Parents to be reminded of timings at start of the new school year.</p>	From Sept 2021	
All students instructed to bring a NAMED water bottle each day. Robust water fountain cleaning arrangements in place, if determined safe to use/re-instate!				<p>Water fountains to remain turned off. All children asked to have a named water bottle in school</p>	ongoing from April 2020	
Approach to supporting wellbeing, mental health and resilience,				<p>Central aim of staff will be to provide stability and reassurance to children</p>	ongoing from June 2020	

	including bereavement support is in place.			with emphasis on following school values. Use of PSHE Association and other materials to support children returning to school MHST & KC to provide additional support where needed for individuals. SH, as Mental Health and PSHE lead, takes lead on in school initiatives and is link MHST; if we identify children who would benefit from their services we will work with parents and progress this approach	From Sept 2021	
	<p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> • Financial • Increased FSM eligibility • Referrals to social care and other support • PPG/ vulnerable groups 			<p>JD keeping close eye on families we know to be on limited incomes and who may have applied for Universal Credit.</p> <p>RO working with Social Services re vulnerable families and new referrals, attending all meetings.</p> <p>Vulnerable children will be encouraged to attend school in event of lockdown. Particular care will be taken for those vulnerable children who remained at home.</p> <p>Provision of free school meals for children in families who do not qualify, but we know to be suffering financial hardship.</p> <p>Payments for FSM families in holidays where additional gvmt funding available.</p>	ongoing from Sept 2020	
	Contingency plan for remote learning developed should self-	Response to positive case(s) of COVID19.		Remote learning will continue as in Jan/Feb 2021. Children at home will join their class teacher throughout	ongoing from Sept 2020	

Remote Education Plan	isolation or restricted attendance be required.			the day for direct teaching using Google Classroom. Individual children who have to stay at home because of Covid related reasons will join their class remotely every day. Remote Learning Protocol on website. Children who are provided with remote education will be expected to engage with this. Class teachers are responsible for ensuring children in their class receive appropriate resources and feedback in line with our remote learning protocol.		
	Technology support/DfE laptop allocation in place.			We aim to lend Chromebooks for all children who need them to access remote learning from home.	ongoing from Sept 2020	
Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.			Safeguarding refresher training for all staff at the start of the new school year and provided with new KCSIE Part 1.	Sept 2021	
	Reviewed/updated Child Protection Policy in place			Safeguarding Policy will be reviewed in line with latest ESAT model at start of Sept 2021.	Sept 2021	
	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable children and families to complete risk assessments and planning.			RO and staff as appropriate, continue to work with Social Services providing information, attending meetings and offering support to particular families.	ongoing	
	Where physical contact is required in the context of managing behaviour, ensure appropriate			Staff directed to avoid direct physical contact with children in behaviour management situations unless not to	ongoing	

	hygiene measures are in place to mitigate any risk of transmission.			do so would endanger the child or other bystander		
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.			Children will continue to be taught full curriculum from start of September 2021. End of year assessments in July 2021 indicate that children are catching up but still have some way to go. Staff to understand that no learning time must be wasted. Reading scheme for KS2 further extended. First review of children's progress will be in October 2021.	ongoing since Sept 2020	
	<p>Each activity should be risk assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> • PE guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport. Advice from organisations such as the Association for Physical Education and the Youth Sport Trust • Practical science lessons https://www.cleapss.org.uk/ • DT/ FT https://www.data.org.uk/or-education/primary/ 			Staff produce risk assessments for classrooms and subject specific activities at start of school year and for particular activities throughout the school year. Full set of risk assessments for all activities around school reviewed at least annually. All activity, location and people related risk assessments followed, but with details of this Covid RA in mind.	ongoing since April 2020	

	<ul style="list-style-type: none"> Swimming https://www.swimming.org/swimengland/pool-return-guidance-documents/ Contents (oeapng.info) 					
	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> Wellbeing curriculum recognising 'non-curriculum' learning that is being done at home, where/if applicable capturing pupil achievements/ outcomes utilising the DFE 'catch-up' funding and programmes contingency remote learning plan 			<p>All teachers to focus on: Clear routines Calm atmosphere in classrooms English and maths learning – tailored to class after careful assessment Targeted individual support Plan for as much outdoor learning as possible Praise Emphasis on building children's confidence and developing social bonds</p>	ongoing since June 2021	
	<p>Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.</p>			<p>Children in school expected to follow same behaviour code as usual. Staff will reinforce this in the same calm manner as always. Focus on school values will continue. Slow and socially distanced movement around the school building (toileting only) will be particularly emphasised with children supervised at all times</p>	ongoing since June 2021	
	<p>Arrangements for teaching pupils how to keep themselves safe</p>			<p>Emphasised in PSHE and Computing lessons as well as in assemblies and</p>	ongoing since Sept 2020	

	online are in place and aligned to the contingency remote learning plan.			each time children use Chromebooks. Teachers to remind children of our Computing Code of Conduct.		
SEND PUPILS	Approach to provision of the elements of the EHCP including health/therapies in place. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#B			SENCo and class teacher to keep individual children's needs under careful review in line with EHCP including working with outside SEN professionals.	ongoing	
	Annual reviews.			Annual Reviews will be held remotely where possible. Suitable arrangements will be made for parents who want to hold the meeting in person.	ongoing since April 2020	
	Consider any SEN pupils who may need support with their return to school and consult with the family and other agencies involved.			SENCo and class teacher to keep individual children's needs under careful review and adjust support where necessary, ensuring Pupil Profile is updated. Socially distanced face to face parent meetings for specific children instead of Zoom meetings where appropriate	ongoing since Sept 2020	
	Requests for assessment considered.			SENCo will continue to work with outside professionals and apply for additional support, including applications for EHCP as necessary.	ongoing	
Attendance	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.			Refer to GOV.UK guidance. Attendance is mandatory and school expects all children to be in school.	ongoing since March 2021	

				Reasons for any absence sought by 10am every day.		
	Approach to support for parents where rates of persistent absence were high before closure.			Head will ask to meet with any parents whose children have historic patterns of persistent absence.	ongoing	
Communication	Information shared with staff around the Sept 2021 return to school and any amendments to usual working patterns/practices and groups.			Latest gvmt guidance and school practice shared with staff on INSET day on 1 September 2021. Arrangements are reviewed weekly as a standing item in all staff meetings: Weekly teacher staff meetings on Monday after school At least fortnightly support staff meetings on Wednesdays Information also made available to staff through staffroom notice board, email or in shared area - all staff have school email address and are expected to use it.	Sept 1 2021	
	Union representatives informed of Sept 2021 return to school plans.			n/a		
	Updated Risk Assessment published on website.			After approval by Governors on 31/8/2021, RA will be finalised published on website and shared with parents.	Sept 2021	
	Communications with parents on: <ul style="list-style-type: none"> Sept 2021 return to school Any continuing social distancing requirements? Wellbeing/ pastoral support/ support and 			Parents sent information about current operating plans on 1 Sept 2021 before children return to school. Signposted to other information available on school website. Information for parents from DfE will be shared.	Sept 2021	

	<p>acknowledgement to parents of home learning</p> <ul style="list-style-type: none"> • Attendance • Uniform • Transport • Behaviour • NHS Test and Trace • Staggered start and end times • Expectations when in school • Anticipated sanctions for breach of school guidelines and processes • Contingency plans – Outbreak Management Plan 					
	<p>Pupil communications around:</p> <ul style="list-style-type: none"> • Any changes to timetable • Any continuing social distancing arrangements • Any staggered start times • Expectations when in school • Travelling to and from school safely 			<p>Children will be told about changes to practice in assemblies and by class teachers at the start of September 2021. Social story available for younger children and SEN. Regular formal reminders in class and at assemblies during the week. All staff to remind children as necessary throughout the day Covid safe classroom routines practised and managed by staff</p>	<p>ongoing – revised control measures shared with children in assembly on 2 Sept 2021</p>	
	<p>On-going regular communication plans determined to ensure parents are kept well-informed</p>			<p>At least weekly updates in Missive (delivered through ParentMail) and through Class Dojo/Tapestry.</p>	<p>ongoing</p>	

				Ad hoc communications through parent mail, email and phone as necessary. Head and Admin Manager on playground at drop off and pick up. Parent Consultation meetings held by Zoom.		
Governors/ Governance	Meetings and decisions that need to be taken are prioritised.			Health and safety, including Covid, prioritised. All regular meetings for staff, governors, parents etc. in place.	ongoing since March 2021	
	Governors have oversight of Sept 2021 return to school and risk assessments. Approach to communication between Leaders and Governors is clear and understood.			Discussed at meeting on 31 August 2021 in advance of return to school. Any changes after then will be flagged at half termly Full Governing Body Meetings and monthly Resources Cttee Meetings, where Covid safety is a standing item.	from Sept 2021	
	Review any aspects of Governance which may have been on-hold in order to review/reinstate as required			In person visits restarted in summer term 2021, encourage Governors to come into school and meet with their subject lead teachers. Other areas reviewed in FGB and Governor Cttee meetings.	ongoing from June 2021	
	Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. Refer to Headteacher wellbeing materials.			Staffing matters discussed by Resources Cttee and at HT Performance Management. Relevant gvmt materials will be circulated to governors.	ongoing	

School events, including trips	Review the school's annual calendar of events. Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)			Class trips to continue with careful assessment of any risks, including those associated with Covid-19. Residential trips planned for Y6 in Sept 2021 and Y5 in March 2022. Parents will continue not to be invited into school. Issues involved live PTA events (eg Fireworks, Christmas Fair) will be discussed and will go ahead only if we believe it is safe to do so.	Since May 2021	
Finance	Review any continuing additional costs incurred due to COVID19; are they clearly documented.			Additional cleaning costs and cost of PPE included in 2021-22 budget. KD keeping list of additional covid related payments. JD managing holiday payments for FSM.	ongoing	
	Review any claims submitted for reimbursement e.g., increased premises related costs, additional cleaning, additional waste removal, support for FSM etc			KD making claims where possible.	ongoing	
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.			Loss of earnings from SMASH and lettings factored into 2021-22 budget.	ongoing	
	Insurance claims, including visits/trips booked previously.			n/a		
	Reintroduction or re-contracting of services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering 			All services have continued. Cleaning contract reviewed. Other contracts will be reviewed as necessary.	ongoing	

	<ul style="list-style-type: none"> Waste management 					
	<p>Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.</p>			<p>Cherwell Partnership heads in contact through email, Zoom meetings held and practical advice and documents shared.</p> <p>OCC weekly heads briefings and Schools News provide key information</p>	ongoing	
Before and after school clubs	<p>Approach in place for before/after school clubs implements the necessary protective measures including restricted attendance https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak</p>			<p>Breakfast Club and SMASH will run every morning and evening.</p> <p>Other after school clubs will start w/c 13 Sept.</p> <p>SMASH will use Hall (ventilated) and outside areas to allow for maximum social distancing between children and staff.</p>	From Sept 2 2021	
Testing	<p>Test kits are securely stored and distributed to staff and students (secondary).</p>			LFD test kits stored in Head's office and distributed from there.	From Jan 2021	
	<p>Staff and students (secondary) are aware of how to safely take and process the test.</p> <p>Share the following:</p> <ul style="list-style-type: none"> NHS instruction leaflet Training video and online resources on the document sharing platform Contact details if queries Process for reporting incidents 			All required documentation shared with staff on receipt of first test kit.	From Jan 2021	

	<ul style="list-style-type: none"> • PPE provision • Layout of testing space and one-way foot fall as per guidelines 					
	Staff and students (secondary) are aware of how to report their test results to school and to NHS Test and Trace.			Staff to report positive test result to Head Teacher. Information provided to staff about reporting to NHS Test and Trace.	From Jan 2021	
	Staff and students (secondary) are aware of how to report any incidents both clinical and non-clinical.			Covered in original documentation supplied with kits.	From Jan 2021	
	Process in place to monitor and replenish test supplies Process in place for appropriate PPE to be available (Secondary)			Head Teacher orders new supplies as necessary, when less than 2 weeks supply of kits remains.	From Jan 2021	

[Actions for early years and childcare providers](#)

[Schools COVID-19 operational guidance - GOV.UK \(www.gov.uk\)](#)

[Contingency framework: education and childcare settings \(publishing.service.gov.uk\)](#)

[All schools to receive carbon dioxide monitors - GOV.UK \(www.gov.uk\)](#)[Coronavirus \(COVID-19\): advice for pregnant employees - GOV.UK \(www.gov.uk\)](#)

[Guidance on protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK \(www.gov.uk\)](#)

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak#who-can-attend>