

COVID19: Full Opening Risk Assessment and Action Plan**SCHOOL NAME: Brookside Primary School****OWNER: N Cornell****DATE: 1st September 2021****Purpose of this document:**

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

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

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Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Engagement in Risk Assessment and Planning	Risk assessment process fully engages staff, Governing Body, Trust Board of Directors and Union Representatives.					
Preparing Buildings and Facilities	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	<p>School has been reopen with all pupils back in school since March 2021.</p> <p>There is no risk and all buildings and facilities are operational and have been serviced in accordance with usual service schedules.</p>	L	Vic Armand carries out a formal premises inspection. This included water temperatures tests, fire alarm tests, site safety, repairs and maintenance etc.	<p>Sept 2021</p> <p>And ongoing on a regular basis in line with requirements</p>	<p>L</p> <p>L</p> <p>L</p>
	Office spaces re-designed to allow office-based staff to work safely.	Office allows for adequate space between staff members. Windows open for ventilation.	L	<p>Only one member of staff per office.</p> <p>CS – working from home two days per week.</p>	Sept 2021	L
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	<i>Bottlenecks may occur at entrances to school. Social distancing may be difficult to be maintained at these points.</i>	M	<i>Signs in place regarding social distancing.</i>	Sept 2021	L

		<i>Parents not adhering to social distancing guidelines</i>		<p><i>Some of the site made one way.</i></p> <p><i>Signs in place indicating drop off and pick up points and waiting areas.</i></p> <p><i>Staggered drop off and pick up points and parents made aware of these timings</i></p> <p><i>Only one parent allowed to drop of child on school premises</i></p>		
	<p>Consideration given to premises lettings and approach in place.</p> <p>https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</p>	Lettings to restart in September.	M	<p>Additional cleaning following lettings.</p> <p>Guidelines given to hirers concerning hand washing and informing school of positive cases of COVID in their group</p>	Sep 2021	L
	<p>Consideration given to the arrangements for any deliveries.</p>	N/A	L	<p><i>Deliveries are left in reception or under stairs via side entrance and social distancing guidelines followed.</i></p>	Sep 2021	L
Emergency Evacuations	<p>Evacuation routes are confirmed, and signage accurately reflects these.</p> <p>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</p>	<p>Evacuation routes would cause multiple groups/bubbles of people to come into contact. More appropriate alternatives are possible.</p>	M	<p><i>Evacuation procedure in place for classes to congregate within their small groups at the drop off and pick up points.</i></p>	Sep 2021	L

	<p>Consideration given to PEEP – 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>The one pupil who requires a PEEP will not be going upstairs at the current time which reduces the risk to her and staff</p> <p>Fire drill.</p>		
Cleaning and waste disposal	<p>Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non-healthcare settings guidance</u>.</p>	Cleaners off school.	H	<p><i>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</i></p> <p><i>Hand towels and handwash are to be checked and replaced as needed by Robin Smith and cleaning staff</i></p> <p><i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</i></p> <p><i>Cleaning protocol shared with cleaners following OCC guidelines and in consultation with site manager</i></p>	<p>Ongoing</p> <p>To be reviewed following possible outbreaks at school or in local community</p>	L

	<p>Cleaning staff capacity is adequate to enable enhanced cleaning regime.</p>		<p>H</p>	<p><i>General Cleaning staff to clean toilet areas and communal areas of school.</i></p> <p>Working hours adjusted to allow for leaders to monitor enhanced cleaning regime</p> <p>Cleaning staff working at lunchtime to clean all toilets</p>	<p>Ongoing</p> <p>To be reviewed following possible outbreaks at school or in local community</p>	<p>L</p>
	<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	<p>N/A</p>	<p>M</p>	<p>Hand sanitiser available at the school entrance</p> <p>Waste bins in classrooms</p> <p>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</p> <p>Stock check and ordering schedule reviewed, and order made.</p>	<p>Ongoing</p> <p>To be reviewed following possible outbreaks at school or in local community</p>	<p>L</p>
	<p>Sufficient time is available for the enhanced cleaning regime to take place.</p>	<p><i>Staff absence</i></p>	<p>M</p>	<p><i>All staff advised to follow cleaning protocol and cleaning staff to follow protocol for communal areas of school.</i></p>	<p>Ongoing</p> <p>To be reviewed following possible outbreaks at school or in local community</p>	<p>L</p>

				<i>Some staff have volunteered to cover for absent staff</i>		
	Waste disposal process in place for potentially contaminated waste.		M	<p>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</p> <p>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</p> <p>All cleaning staff trained in swan neck closure of bin bags and posters are in cleaning cupboards</p>	Sep 2021	L
	Process in place for safe removal and/or disposal of face masks.					
Classrooms	Classrooms have been re/arranged to allow as much space between individuals as practical.		M	<p>All desks facing forwards.</p> <p>All surplus furniture moved out of rooms</p>	Sep 2021	L
	Classroom entry and exit routes have been determined and appropriate signage in place.		M	<p><i>Pupils enter through a door near their classroom.</i></p> <p><i>Children taken to playground before being dismissed to parents</i></p>	Sep 2021	L

	<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment should be limited to the bubble. Shared materials and surfaces should be cleaned and disinfected more frequently and before/after the equipment has been used by pupils in a different bubble.</p> <p>Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p>	<p>Inappropriate sized equipment for smaller children in Classroom B.</p> <p>Soft toys, cushions and beanbags not easily washable.</p>	<p>L</p> <p>M</p> <p>L</p>	<p><i>Individual class equipment packs have been created for each child attending school, therefore equipment will not be shared.</i></p> <p><i>Soft furnishings have been removed from classrooms.</i></p> <p><i>Equipment used in foundation stage will be sterilised over night and then alternative equipment available for the following day.</i></p> <p><i>All books are not to be used unless 'quarantined' for 72 hours.</i></p> <p><i>e-Bug posters displayed:</i></p> <ul style="list-style-type: none"> • <i><u>Horrid hands</u></i> • <i><u>Super sneezes</u></i> • <i><u>Hand hygiene</u></i> • <i><u>Respiratory hygiene</u></i> <p><i><u>Microbe mania</u></i></p>	Sep 2021	<p>L</p> <p>L</p> <p>L</p>

	Furniture arranged to minimise contact as much as possible e.g. Desks side by side, facing front, where age appropriate.		L	Some old furniture has been replaced which makes it easier to clean		L
Staffing	Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff. Including at least one of the following: <ul style="list-style-type: none"> • Paediatric First aider (where children under 3yrs) • Designated Safeguarding Lead (DSL) • SENCO • Caretaker/site member • Office staff member 	Risk is we have limited cover options if any staff member is off.	H	Manage all appropriate first aid cover as required	Ongoing	L
	Approach to staff absence reporting and recording in place. All staff aware.		L	Existing system to continue to be used	Ongoing	L
	Risk assessments in place for those staff who were previously working from home due to shielding, (clinically vulnerable and/or living with someone in these groups), and appropriate arrangements for mitigating risk are identified.	TA who was off due to shielding has returned to KS1.	H	Staff follow RA and maintain social distance.	In place for Sept start	L
	Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.	<i>Cover may be difficult if too many staff are off.</i>	H	Staffing plan in place.	Sep 2021	L

	Consideration given to staff clothing expectations and information shared with staff.		L	<i>Staff information – wash clothes daily. No suits or ties that need to be dry cleaned.</i>		L
	Approaches for meetings and staff training in place.		M	Staff meetings to be held in a classroom with staff 2m away from each other	Sep 2021	L
	Staffing roles and responsibilities with regards to the contingency of remote provision alongside in-school provision agreed and communicated.	If teachers are unwell and cannot teach remotely	H	Plan shared with staff. Resume home learning as per lockdown if classes/bubbles have to self isolate. Or full school closure.	Sep 2021	L
	Consideration given to the options for redeployment of staff to support the effective working of the school. If redeployment is taking place staff are aware of controls and processes in respect of tasks, they are unfamiliar with.	<i>TAs may be required to lead some groups if there are not enough teachers on site to cover numbers.</i>	M	<i>TAs to lead groups if necessary.</i>	Sep 2021	L
	Approach to support wellbeing, mental health and resilience in place, including bereavement support How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.	Ensure SLT have capacity to support staff.	L	Staff are aware of support and advice for schools and pupils available from OCC http://schools.oxfordshire.gov.uk/cms/schoolsnews/guidance-bereavement-and-loss	Sep 2021	M

				Wellbeing support provided in each staff meeting		
	Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.		M	Staff room has been adapted – chairs removed to ensure social distancing. EYFS and KS1 staff use different staff rooms/shared areas.	Sep 2020	L
	Staff are clear on returning to work guidance. Process in place for use of the self-testing kits.		L	Guidance provided to staff concerning return to work https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested	Sep 2021	L
	The approach for inducting new starters has been reviewed and updated in line with current situation.		L	Induction in place for new staff.	Sep 2021	L
	Return to school procedures are clear for all staff.		L	Plans shared with staff.	Sep 2021	L
	Any staff contracts that need to be issued, extended or amended considering the current situation have been.		L	As per normal operation.	Sep 2021	L
	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.		L	N/A	Sep 2021	L
	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.		M	Check with the contractor any requirements their employer has specified	Sep 2021	L

	NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.			before visit. Share school protocols. Request risk assessments from visitors who have contact with children and ensure they match OCC/Brookside protocols		
	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-3-curriculum-behaviour-and-pastoral-support		L	Share amended procedures, obtain their assessments outlining controls. Visitors to wash hands/sanitise on entry to the school. Maintain social distance from staff and pupils. Only offering limited activities, all equipment stringently cleaned. All externally employed adults must follow their own employer's risk assessments in conjunction with Brookside's.	Sep 2021	L
Group Sizes	Pupils are no longer in bubbles.	Toilet block shared by different classes. Supervised as appropriate	M	Shared toilets are cleaned overnight	Sep 2021	L
	Staffing allocations to groups determined, minimising contact with multiple groups as much as possible.	Some TAs/HLTA have to cross key stages	M	Consistent staffing with each key stage.	Sep 2021	L

Social Distancing	<p>The measures below have been removed in Sep 2021 but may be re-introduced if necessary</p> <p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> • Staggered school drop off/pick up times and locations (if possible) without reducing teaching time • Staggered or limited amounts of moving around the school/ corridors • Classroom design • Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches • Toilet arrangements 			<p>Staggered start and pick up for school day.</p> <p>Staggered break and lunch times.</p> <p>Pupils to use the toilet two at a time (unless in same bubble)</p> <p>Cloak rooms to be used as little as possible. Coats and lunches to be kept on chairs or under tables or on racks.</p>		
	<p>Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.</p>	<p>Parents not supervising children.</p>	M	<p>On arrival, students move straight to class and sit at table and wait for rest of class to arrive/class to begin.</p>	Sep 2021	
	<p>Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.</p>	<p>Parents not supervising children.</p>		<p>Handwashing and cleaning (if needed)</p> <p>Conversations with parents</p> <p>Risks assessments and individualised approach in place for students who might struggle to follow expectations</p>	Sep 2021	

	Approach to assemblies – if still occurring, plan in place to manage social distancing. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks		L	Assemblies are in class	Sep 2021	L
	Social distancing plans communicated with parents, including approach to breaches.		L	<i>Information communicated.</i>	Sep 2021	L
	Arrangements in place for the use of the playground, including equipment.		L	Enhanced safe cleaning process in place for outdoor equipment – or used by only one bubble	Sep 2021	L
Transport	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.		L	Information shared.	Sep 2021	L
	Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible.			N/A		
	Support in place for pupils who have no alternative, to access public transport safely, adhering to social distancing protocols where possible.			N/A		
	Arrangements in place with transport providers to support any agreed staggered start/end time, where reasonably practicable to do so.			N/A		

Catering	Arrangements in place to provide food to pupils on site, including the requirement of universal free school meals.		M	<p>Liaise with catering team to Re-open kitchen to provide hot or cold meals for children.</p> <p>Refer to GOV.UK guidance and link 'guidance for food businesses' – see link at the end of the document</p>	Sept 2021	L
	Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other groups.		M	<p>All children eating in classrooms.</p> <p>Dinner hall not in use for the time being</p>		L
PPE	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	Supplies of PPE run out.	L	PPE obtained for intimate care and possible covid cases should it be needed	Sep 2021	L
Response to suspected/ confirmed case of COVID19 in school	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> Which staff member/s should be informed/ take action? Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated Cleaning procedure in place Arrangements for informing parent community in place 	Covid 19 protocol planned	M/H	<p>PHE flowchart to be followed if a child or staff member is unwell.</p> <p>NHS/DfE letter to be handed to parents when they collect their child</p> <p>All parents have had communication concerning what will occur if their child is sent home with covid symptoms</p>	Sep 2021	M

	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> • Approach to relocating pupil away from certain parts of the school to clean, if possible • Cleaning procedure in place • Arrangements for informing parent community in place 	<i>Communication may be difficult.</i>	M	DfE and PHE guidance to be following in terms of cleaning and isolation periods	Sep 2021	
	Process in place for all staff to engage with the NHS Test and Trace process.	Excessive waiting times/tests unavailable.	H	<p>Refer to GOV.UK and public health guidance for more information.</p> <p>Use of home testing kits sent to schools.</p>	Sep 2021	M/H
<p>Pupil Re-orientation</p> <p>back into school after a period of closure/ being at home</p>	Approach and expectations around school uniform determined and communicated with parents.		L	Children to change clothes on a daily basis	Sep 2021	L
	Changes to the school day/timetables shared with parents.		L	Communicated before the summer holidays.	Sep 2021	L
	All students instructed to bring a NAMED water bottle each day. Robust water fountain cleaning arrangements in place, if determined safe to use!		L	Communicated before the summer holidays.	Sep 2021	L
	<p>Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.</p> <p>This includes bringing together pupils who have remained in school during closure and those at</p>		L	Pupils returned to school for 2 days per week for Term 6 so are used to the routines.	Sep 2021	

	home and celebrating non-academic achievements of pupils whilst at home/ during school closure.					
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.		L	Support pupils as and when necessary.	Sep 2021	L
	Re-orientation support for school leavers is developed.	N/A				
	Consideration of the impact of COVID19 on families and whether any additional support may be required: <ul style="list-style-type: none"> • Financial • Increased FSM eligibility • Referrals to social care and other support • PPG/ vulnerable groups 		L	Ongoing support as and when necessary.	Sep 2021	L
Remote Education Contingency Plan	All students have access to technology and remote learning offer is available to be switched on as a contingency when needed.	Bubble needs to self-isolate because of a positive case of COVID19.	M/H	Remote learning contingency available and ready to be 'switched-on' when needed.	Sep 2021	L
				Oak provision - Refer to GOV.UK guidance-see link at the end of the document	Sep 2021	L
Safeguarding	Consideration given to any pupils who may need support with their return to school and consultation has been undertaken with the family and other agencies involved.	Pupils previously deemed to be safer at home and family are anxious about returning to school.	M	Review the pupil risk assessment to identify any support or arrangements needed for their return to school.	Sep 2021	L

	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.		L	Staff refresher training session on processes and procedures and the revised wellbeing material.	Sep 2021	L
	Updated Child Protection Policy in place.		L	Adopted most recent Child Protection Policy	Sep 2021	L
	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable pupil to return to school.		L	Ongoing	Sep 2021	L
	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.		L	N/A		L
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.		L	Teaching will resume as per normal.	Sep 2021	L
	<p>Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?</p> <p>Each activity should be risk assessed and should not be run unless the risks can be mitigated insert link</p> <ul style="list-style-type: none"> PE guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport. Advice from organisations such as 		M	<p>Swimming will not take place until further notice.</p> <p>PE to take place outside when possible.</p> <p>Equipment to be used by one bubble only or quarantined for 48/72 hours after use.</p> <p>Educational visits off site to take place following thorough risk assessments, including</p>	Sep 2021	L

	<p>the Association for Physical Education and the Youth Sport Trust</p> <ul style="list-style-type: none"> • Practical science lessons https://www.cleapss.org.uk/ • DT/ FT https://www.data.org.uk/for-education/primary/ • Swimming https://www.swimming.org/swimengland/pool-return-guidance-documents/ • EVC advice guidance states non overnight visits acceptable https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings 			<p>risk assessments from transport providers and the venue being visited</p>		
	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> • Wellbeing curriculum • recognising 'non-curriculum' learning that has been done • capturing pupil achievements/ outcomes • utilising the DFE 'catch-up' funding and programmes 		L	<p>Teachers will assess pupils on entry and adapt planning accordingly.</p>	Sep 2021	L
	<p>Student behaviour policy reviewed and reflects the current circumstances.</p>		L	<p>New 'positive relationship' policy launched September 2019. all staff to receive update training in</p>	Sep 2021	L

				October 2020 to further embed this		
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		L	SENDCo has invited all professionals back into the school to continue the provision of EHCP/SEN support for pupils.	Sep 2021	L
	Annual reviews.		L	Annual reviews did not take place for SEN Support pupils. No EHCP annual reviews due until summer 2021	Sep 2021	L
	Requests for assessment considered.		L	Assessment currently being undertaken by OCC SEND team	Sep 2021	L
	Consider any SEN pupils who may need support with their return to school and consult with the family and other agencies involved. Including any support required for pupil to understand new rules i.e. social distancing.		L	SENDCo meeting with parents to ensure that support is provided to pupils following return to school	Aug 2021	L
Attendance	Approach to promoting and supporting attendance for all-pupils determined, including those who may be anxious.		L	Refer to GOV.UK guidance-see link at the end of the document SENDCo made phone calls to one family who struggled with attendance pre-covid to ensure that they were ready to return to school	Sep 2021	L

	Approach to support for parents where rates of persistent absence were high before closure.			See above		
Communication	Information shared with staff around the full opening plan, returning to site, amendments to usual working patterns/practices and groups.		L	Refer to GOV.UK guidance-see link at the end of the document Shared with staff .	Sep 2021	L
	Governors/Trust Board of Directors consulted on full opening plans.		L	Regular communication between HT and chair of governors. RA shared with governors.	Sep 2021	L
	Communications with parents on the: <ul style="list-style-type: none"> • Plan for full opening • Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning • Attendance • Uniform • Transport • Behaviour • NHS Test and Trace • Expectations when in school and at home (if self-isolating is necessary) • Anticipated sanctions for breach of school guidelines and processes 			Shared with parents in July and September. Regular communication with parents via letters and newsletters.	Sep 2021	L

	<p>Pupil communications around:</p> <ul style="list-style-type: none"> • Changes to timetable • Social distancing arrangements • Staggered start times • Expectations when in school and at home (if self-isolating is necessary) • Travelling to and from school safely 		L	This has been communicated by teachers.	Sep 2021	L
	On-going regular communication plans determined to ensure parents are kept well-informed		L	Letters, website updates, social media	Sep 2021	L
Governors/Trust Board of Directors/ Governance	Meetings and decisions that need to be taken are prioritised.		L	Meetings to continue on Teams.	Sep 2021	L
	<p>Governors are clear on their role in the planning and full opening of the school, including support to leaders.</p> <p>Approach to communication between Leaders and governors is clear and understood.</p>		L	Regular meetings between school staff and governors ensured good communication.	Sep 2021	L
	Governors prepared for start of school year (clerking, etc).					
School events, including trips	<p>The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-</p>		L	Events will only go ahead if safe to do so and are within the guidance.	Sep 2021	L

	settings/coronavirus-travel-guidance-for-educational-settings					
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.		L	Refer to GOV.UK guidance-see link at the end of the document	Sep 2021	L
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM		L	N/A – Government will not pay for this.	Sep 2021	L
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.		L	Lettings to restart in September if allowed.	Sep 2021	L
	Insurance claims, including visits/trips booked previously.		L	Conover Hall refunds processed.	Sep 2021	L
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering 		L	These did not cease. Catering – we are exploring ways of offering hot meals safely.	Sep 2021	L
	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.		L	BLiP H will continue to meet online every half term.	Sep 2021	L
Before and after school clubs	Approach in place for before/after school clubs implements the necessary protective measures. 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-		L	Breakfast club and After school club to resume in September with consistent bubbles.	Sep 2021	L

	<u>outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</u>					
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