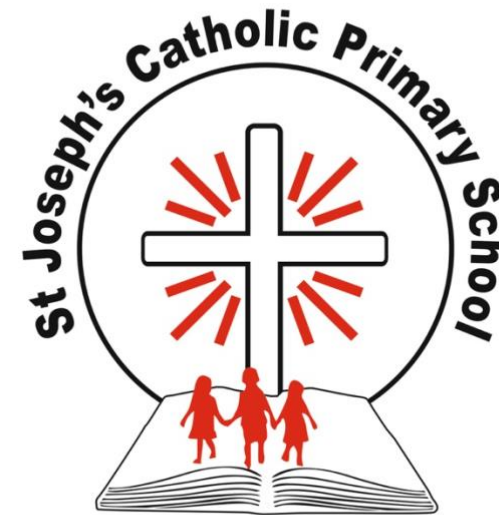


COVID19: Re-opening Risk Assessment

SCHOOL NAME: St Joseph's Catholic Primary School

DATE: August 2020 (updated January 2021 & 01 March 2021)

(under constant review as a working document)



*In the Light of Jesus
we Learn to Shine*

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Preparing Buildings and Facilities	Premises and utilities have been health and safety checked and building is compliant. <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 	<i>Site Agent is unavailable</i>	H	<i>Assistant Site Agent is appropriately trained to resume the duties of Site Agent</i>	20/05/20	L
			M	<i>Site needs reinspection following the summer break.</i>	28/08/20	L
			M	<i>Regular flushing and water treatments of hot and cold water systems take place in line with normal school procedures. GES Water visit school monthly.</i>	31/03/20 and then ongoing	L
			M	<i>Grass cutting completed</i>	August 20	L
			M	<i>Pat testing took place</i>	06/06/20	L
	Office spaces re-designed to allow office-based staff to work safely.	<i>Offices are designed for appropriate social distancing. All offices have ventilation.</i>	L	<i>Office staff are socially distanced. Glass partitions separate the work spaces. Other staff are limited from entering offices.</i>	21/07/20	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 likely at entrance to school. Social distancing unlikely to be maintained.</i>	H	<i>2-metre markers are present on floors.</i>	01/06/20	L
<i>Staggered starts are in place and year groups will enter and exit the school through different entrances. Signage is in place.</i>				<i>Change to start and end times to enable more consistent teaching. These plans were not put into place due to national lockdown.</i>	08/31/21	L

	Consideration given to premises lettings and approach in place.	<i>Independent onsite breakfast and after school facility - PLAYtarium</i>	H	PLAYtarium are requesting to open before and after school. Risk assessments to be agreed by Governors prior to opening. Governors have agreed risk assessments Meeting with PLAYtarium to discuss return. <i>PLAYtarium temporarily closed until after Easter holidays 2021</i>	W/B 21/09/20 14/09/20 16/09/20 <i>04/01/21</i>	M L
	Consideration given to the arrangements for any deliveries.		H	Driver to contact school regarding timing of delivery Driver to use hand sanitizer if necessary to enter the school building Staff receiving the delivery to wear gloves/masks as necessary and wash hands ASAP. <i>Limited deliveries due to national lockdown. All other procedures remain the same in respect of deliveries.</i>	01/09/20 08/03/21	M
Emergency Evacuations	Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i> Consideration given to PEEP – buddies are assigned or reassigned according to available persons. Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.	<i>Current evacuation routes may cause multiple groups of people to come into contact. More appropriate alternatives are possible.</i>	M	Revised evacuation procedure to be shared with staff on training day and with children. Fire drill to be scheduled once children return. Fire drill scheduled for 29/09/2020. Children to be spaced out in set areas in Yr group bubbles. <i>Scheduled fire drill took place 22.10.20 and an unscheduled evacuation 23.10.20</i> <i>Further fire drill and lockdown practice during Spring term 2 date TBC – delayed due to national lockdown.</i>	01/09/20 29/09/20 October 20 March 21	L L L

Cleaning and waste disposal	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance .	<i>Current cleaning regime to be updated to ensure infection control management</i>	M	<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 hand wash are to be checked and replaced as needed by (year group staff, site agent, assistant site agent) and cleaning staff</i></p> <p><i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</i></p>	<p><i>Enhanced cleaning policy in place 22/05/20</i></p> <p><i>On-going throughout the day</i></p> <p><i>On-going throughout the day</i></p>	L
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	<i>Cleaning staff shielding reduces the number of cleaners available</i>	H	<p><i>School will be slightly short of cleaners due to shielding/resignation of staff member. Cleaners should have sufficient time to deep clean their individual areas. If necessary agency cleaners may need to be brought in.</i></p> <p>Advert for cleaners closes 18/09/20</p> <p>New cleaners appointed in September 20</p>	<p><i>Continual monitoring to ensure appropriate staffing</i></p> <p>18/09/20</p>	M
	<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>Sufficient time is available for the enhanced cleaning regime to take place.</p>	<p><i>No hand sanitiser for visitors to reception.</i></p> <p><i>Classrooms do not have tissues.</i></p> <p><i>Low supply of soap.</i></p>	M	<p><i>Hand sanitiser available at the entrance to classrooms and in all offices.</i></p> <p><i>Lidded bins in classrooms</i></p> <p><i>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</i></p> <p><i>Stock check and ordering schedule reviewed and order made.</i></p> <p>Due to national lockdown limited chn in school. Enhanced cleaning plan in place and will continue when children return</p>	<p><i>Ongoing – regular monitoring</i></p> <p><i>Ongoing – regular monitoring</i></p> <p><i>01/09/20</i></p> <p>08/03/21</p>	L

Classrooms	Classrooms have been set up in accordance with Government guidance. Children will sit side by side and facing forward. Any unnecessary furniture will be removed. Maximum 30 children in a class.		M	<i>All classrooms have been checked to ensure they comply with new guidance. Desks are all facing forwards. Spare furniture has been removed.</i> <i>From 08/03/21 tables in KS1 will be re-grouped to improve quality of teaching and learning.</i>	01/09/20 08/03/21	M M
	Teachers to keep 2m distance from children and other staff as much as possible.		H	<i>Teachers to teach from the front of the class and to maintain 2m distance as much as possible.</i> <i>This may be more difficult for teachers in the early years and KS1</i>	01/09/20	M H
	Movement around the school site to be kept to a minimum.		M	<i>Children will be in Year group bubbles. Movement around school will be kept to a minimum.</i> <i>Children are now in class bubbles – movement still kept to a minimum.</i> <i>Key worker/vulnerable pupils in year group bubbles.</i> <i>Children to return to class bubbles when school reopens to all children</i>	01/09/20 10/20 04/01/21 08/03/21	L L L
	Classroom entry and exit routes have been determined and appropriate signage in place.		M	<i>Clear signage is in place to direct entry and exit routes</i> <i>Staff to supervise transitions</i>	01/09/20	

Classrooms	<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment or stationery should be prevented where possible. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].</p>	<p>Specific resources which need to be shared. All equipment/toys need to be easily cleaned and disinfected</p>	L	<p>Year groups to ensure that sharing of resources - minimised.</p> <p>All equipment/toys need to be selected on the basis that they are easily to clean & disinfect.</p>	01/09/20	L
	<p>Resources which are not easily washable or wipeable have been removed.</p>	<p>Soft toys, cushions and beanbags in classrooms- not easily washable.</p>	M	<p>Remove soft furnishing/toys from classrooms.</p> <p>Carpets are being returned to KS1 to enable effective teaching. Carpets being professional cleaned and then regularly sprayed overnight</p>	01/09/20 08/03/21	L L
	<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>No COVID19 information posters currently in place. Limited reminders/awareness for children.</p>	L	<p><u>e-Bug</u> posters displayed:</p> <ul style="list-style-type: none"> • <u>Horrid hands</u> • <u>Super sneezes</u> • <u>Hand hygiene</u> • <u>Respiratory hygiene</u> • <u>Microbe mania</u> 	01/09/20	L
	<p>All staff to return to school in September unless shielding continues.</p>		M	<p>Staff due to return to work in September. Individual risk assessments to be completed and discussed with identified staff. All risk assessments in place for Pregnant staff, BAME, previously shielding staff.</p> <p>Risk assessments for pregnant, BAME staff updated. Some staff are shielding following government advice – three more staff members have received shielding letters this time around.</p>	01/09/20 02/09/20 04/01/21 08/03/21	L M

Staffing	Approach to staff absence reporting and recording in place. All staff aware.		<i>M</i>	<p><i>Systems are in place for staff to report absence in line with school policy. All staff aware.</i></p> <p><i>All Staff who are able to work will return to school for their normal hours from 08/03/21 – all staff are aware of procedure regarding absence.</i></p>	<p>01/09/20</p> <p>08/03/21</p>	<i>L</i>
	Plans to respond to increased sickness levels are in place.		<i>L</i>	<p><i>Staff may have to be substituted if unwell. However, minimal changes will be made unless absolutely necessary due to staff absence.</i></p> <p><i>Due to some staff shielding – some staff have been reallocated. Where logistically possible staff do not cross over bubbles unless covering PPA</i></p>	<p>01/09/20</p> <p>08/03/21</p>	<i>L</i>
	Approaches for meetings and staff training in place.		<i>L</i>	<p><i>All meetings will be virtually due to number of staff. Year group meetings can take place – staff to maintain appropriate social distancing. Training/CPD will be through online training.</i></p> <p><i>Weekly staff meetings via Teams will continue</i></p>	<p>01/09/20</p> <p>08/03/21</p>	<i>L</i>
	<p>Consideration given to the options for redeployment of staff to support the effective working of the school.</p> <p>If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.</p>	<i>TA s may be required to lead some groups due to staff absence</i>	<i>M</i>	<p><i>Staff briefed about the need to be flexible especially in terms of the redeployment of staff.</i></p> <p><i>Staff will only be deployed to specific roles they are familiar with unless there is absolutely no alternative.</i></p> <p><i>Due to some staff shielding – some staff have been reallocated. Where</i></p>	<p>01/09/20</p> <p>08/03/21</p>	<i>L</i>

Staffing				<i>logistically possible staff do not cross over bubbles unless covering PPA</i>		
	Approach to support wellbeing, mental health and resilience in place, including bereavement support		H	<i>Staff are aware of available support and advice for schools and pupils available from SAS well-being programme and external support, including the Educational Psychology service.</i>	01/09/20	M
	How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.		H	<i>Staff who have experienced a bereavement will be signposted to appropriate support SAS well-being Educational Psychology service.</i>	01/09/20	
				<i>All staff received CPD to support mental health during the pandemic –individual sessions have been arranged</i>	Feb 21 Ongoing	M
	Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.		M	<i>Staff briefing provides clear guidance for arrangements for accessing testing. Staff will follow sickness absence procedure if they experience any symptoms.</i>	01/09/20	L
				<i>All staff now have access to lateral flow tests and are completing them twice a week in line with Government guidance.</i>	14/09/20	L
					25/01/21	
	The approach for inducting new starters has been reviewed and updated in line with current situation.		L	<i>Induction policy will have an addendum to reflect current situation for September 2020.</i>	01/09/20	L
				<i>Induction addendum approved by governors.</i>	Dec 20	

	Return to school procedures are clear for all staff.		M	Staff briefing provides clear guidance/procedures for a return to school.	01/06/20	L
	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared. NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.		H	Check with the contractor any requirements their employer has specified before visit. Share school protocols. Only essential work and limited contractors on site during this period.	01/06/20 08/03/21	M
	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.		M	Music lead liaising with Music service re – individual/group music lessons. Subject specific risk assessments will be in place When physical music lessons recommence these will follow strict social distancing rules and children must use their own equipment. Risk assessments received from Music Service will continue to stand when we return.	01/09/20 09/09/20 March 21	L
	Individual pupil risk assessments and care plans should be updated to consider COVID 19 Individual risk assessment to be created for vulnerable staff members		H	Individual pupil risk assessments have been updated to reflect COVID 19 Individual risk assessments to be created for any vulnerable staff members. Updated in January 2021	01/09/20 01/09/2020 04/01/21	M M
Group Sizes	Year group bubbles will be created due to size of cohort. Class groups up to 30 pupils.		H	Class sizes to be up to 30. Year group ‘bubbles’ due to size of the cohort	01/09/20	M

				Children were placed into class bubbles in October 2020 – no further changes Class bubbles to remain on full school return	March 21	
Social Distancing	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> Staggered school drop off/pick up times and locations Staggered or limited amounts of movement around the school/ corridors Classroom design Break and lunch times are staggered. Plans for social distancing during these times in place. Toilet arrangements 		H	<p>Staggered drop off/pick up for individual year groups established.</p> <ul style="list-style-type: none"> Yr 2, Yr 4 and Yr 5 8.30 – 3.00 using KS1 Gardenia Avenue, KS2 Gardenia Avenue and KS2 Blundell Road, EYFS, Yr 1, Yr 3 and Yr 6 9.00 – 3.30 using KS1 Gardenia Avenue, Scout Hut entrance Blundell Road, KS2 Gardenia Avenue, KS2 Blundell Road <p>Amendment to start and finish times to limit lesson disruption from 08/03/21</p> <p>EYFS – 8.45 – 3.15 Yr 2, Yr 4 and Yr 5 8.30 – 3.15 Yr 1, Yr 3 and Yr 6 8.45 – 3.30</p> <p>limited movement around school redesigned classrooms staggered break/lunchtimes social distancing modelled and promoted at all times including when queuing for handwashing, lunch, toilet arrangements etc</p>	01/09/20 08/03/21	L L
	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.		H	<p>Parents received regular information during phased reopening. Initial plans have been outlined to parents. Further detailed information will be sent to parents prior to the start of</p>	01/09/20	L

Social Distancing				<p><i>term and following approval of risk assessments by GB.</i></p> <p>Numerous updates to parents via ParentMail.</p> <p>Reminders re social distancing (Sept Newsletter)</p> <p>Constant review of processes re drop off/pick up adapted as necessary.</p> <p>Pinch points identified – one way system introduced in specific area by the link.</p> <p><i>Updated information sent to parents re school return.</i></p>	<p style="text-align: center;">11/09/20</p> <p style="text-align: center;">15/09/20</p> <p style="text-align: center;">09/03/21</p>	
	Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.		<i>H</i>	<p><i>On arrival, students move straight to "classroom" and sit at their table and wait for rest of class to arrive/class to begin.</i></p> <p><i>Staff to monitor drop off and pick up.</i></p> <p>Staff greet and dismiss children outside the entrances to ensure social distancing.</p>	<p style="text-align: center;"><i>01/09/20</i></p> <p style="text-align: center;">08/03/21</p>	M
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.		<i>H</i>	<p><i>Handwashing and cleaning (if needed)</i></p> <p><i>Conversations with parents</i></p> <p><i>Risks assessments and individualised approach in place for students who might struggle to follow expectations</i></p> <p><i>Addendum to behaviour policy</i></p>	<i>01/06/20</i>	M
	Approach to assemblies – if still occurring, plan in place to manage social distancing.		<i>H</i>	<p><i>SLT Assemblies will recommence. These will be live streamed to classrooms</i></p> <p>Weekly assemblies will be lived streamed to classes on return to school</p>	<p style="text-align: center;"><i>September 20</i></p> <p style="text-align: center;">08/31/21</p>	L

	Social distancing plans communicated with parents, including approach to breaches.		H	<p>Parents are aware of expectations regarding social distancing by both children and all adults.</p> <p>Addendum's to policies available on school website – As above</p> <p>All adults are encouraged to wear masks when on the school site unless exempt. Parents will be made aware of this and the need to maintain distance and leave site ASAP in parent letter re school return.</p>	01/06/20 08/03/21	L
	<p>Arrangements in place for the use of the playground, including equipment.</p> <p>NB: outdoor equipment should not be used unless it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.</p>		H	<p>Staggered use of the playground and equipment clearly communicated to staff.</p> <p>Any equipment used will need to be appropriately cleaned between groups.</p> <p>Breaktimes and lunchtimes remain staggered.</p>	01/06/20 08/03/21	M
Catering	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.	<p>School kitchen was closed during lockdown.</p> <p>FSM vouchers in place via school vouchers/government scheme</p> <p>Kitchen to reopen when school returns.</p> <p>All catering staff shielding, unable to</p>	<p>M</p> <p>M</p> <p>H</p>	<p>Catering team to provide UFSM and FSM as appropriate.</p> <p>Re-open kitchen to provide cold meals/packed lunch initially – move to hot lunches ASAP.</p> <p>Lunch will initially take place in classrooms in line with Government guidance. Due to the size of school use of hall at KS2 would be problematic.</p> <p>Once EYFS begin it may be prudent for them to have lunch in the KS1 hall.</p>	03/09/20	L L

		<i>return to work onsite from 1st June.</i>		<p><i>Catering team are aware of any staff who are shielding. LBC to redeploy staff if necessary.</i></p> <p><i>Constant review since reopening. Grab bag worked to a point but some of the warm food was cold. Decision taken to return the children to collecting their dinner from the hatch. At KS1 Yr 1 eat in the hall. At KS2 Yr 3 eat in the hall. All other yr groups eat in their classrooms.</i></p> <p><i>Kitchens in both KS1 and KS2 are ready to resume full service on full school return.</i></p> <p><i>New catering service take over the contract on 01/04/21</i></p>	<p>09/09/20</p> <p>08/03/21</p> <p>01/04/21</p>	M
	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.		<i>H</i>	<p><i>Lunches will be in classrooms initially in line with Government guidance. EYFS to use KS1 hall when they begin lunches.</i></p> <p><i>EYFS and KS1 will continue to use both halls at lunchtime. Tables/chairs will be cleaned in between groups. Yr 2 will eat in classrooms.</i></p> <p><i>Yr 3 will eat in KS2 hall all other year groups to eat in their classes.</i></p>	<p>03/09/20</p> <p>08/03/21</p>	M M

PPE	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.		H	<p><i>PPE has been purchased for specific staff (Medical, intimate care) and levels of PPE will be continually monitored:</i></p> <p><i>Staff have been briefed on how to don and doff PPE</i></p> <p><i>Staff are aware that if they wish to wear visors whilst working with children they can.</i></p>	<p>03/09/20</p> <p>10/20</p> <p>08/03/21</p>	M
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 		H	<p><i>Staff are aware of procedures for any suspected/confirmed cases of COVID 19 in school.</i></p> <p><i>Addendum to medical policy has been completed.</i></p> <p><i>Medical room will be used for any children or adults who need to self-isolate.</i></p> <p><i>Enhanced cleaning plan to be followed.</i></p> <p><i>Enhanced cleaning plan continues.</i></p>	<p>03/09/20</p> <p>08/03/21</p>	M
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> • Approach to relocating CYP away from certain parts of the school to clean, if possible • Cleaning procedure in place 		H	<p><i>Staff and parents will be informed of how to report confirmed cases.</i></p> <p><i>PLAYtarium are also clear on who to report cases to should there be a confirmed case.</i></p> <p>Updated risk assessments received to reflect PHE guidance.</p> <p>Parents reminded re procedure of reporting confirmed cases.</p>	<p>01/09/20</p> <p>14/09/20</p>	M

	<ul style="list-style-type: none"> • Arrangements for informing parent community in place 			<p><i>Parents continue to be reminded to follow Government guidelines. Parents are aware of procedures for children or family members who develop symptoms or test positive,</i></p>	08/03/21	M
	Approach and expectations around school uniform determined and communicated with parents.		H	<p>Children to return to full school uniform for the start of the new academic year <i>All children will return to full school uniform.</i></p>	01/09/20 08/03/21	L
	Changes to the school day/timetables shared with parents.		H	<p>Initial Information sent to parents July 2020. Further information to be provided to parents before the start of term, following approval of details by GB Regular updates via ParentMail September Newsletter. <i>Updated letter re school organisation sent to parents 02/03/21</i></p>	01/09/20 11/09/20 02/03/21	L
	All students instructed to bring a water bottle each day. Water fountains not in use or strict social distancing and cleaning arrangements in place.	Children may forget to bring a drink.	H	<p>Letter to parents re specific requirements for each day prior to children returning to school. Additional bottles of water for children who forget a drink</p>	01/09/20	M
	Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.		H	<p>Teachers to plan in welcome back activities with clear expectations. <i>All staff prepared for full return to school March 2021.</i></p>	01/09/20 08/03/21	M

	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.		H	Support is available to promote staff and pupil well-being, mental health, bereavement Supervision for staff SAS well-being Educational Psychology service.	01/09/20 Feb 2021 & ongoing	M
	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 		H	Families workers and SLT have maintained contact with vulnerable families in an effort to support them at this time. Families have been signposted to all available support. This support will continue at the start of the academic year.	01/09/20	M
Transition into new year group	Online/ website support for families and young people around transition.			Goodbye messages and a welcome video have been shared on school website. This is particularly important as we start a new academic year.	01/09/20	L
What will need to be different this year because of COVID19?	Plan for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face: <ul style="list-style-type: none"> EY to Primary Year group to year group Vulnerable children Children with SEND 		H	Preparation for EYFS parents and children to visit have been arranged. Further details will be sent to parents at the start of the new academic year. Intensive support will be proved at an appropriate point for any children struggling with the return to school.	01/09/20	M
Safeguarding	Individual CYP's risk assessments are in place and welfare checks being undertaken.	A number of individual risk assessments will	H	Review risk assessments for all vulnerable children returning to school.	01/09/20	M L

		<i>need to be reviewed prior to re-opening</i>		School has a team of DSLs all trained to the same level. At least one DSL is onsite/available at all times. All risk assessments updated	08/03/21	
	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.		<i>M</i>	Staff refresher on processes and procedures re disclosures and supporting wellbeing. Refresher Safeguarding procedures for all staff on return.	01/09/20 December 20 March 2021	L
	Updated Child Protection Policy in place.		<i>M</i>	Addendum to safeguarding policy ratified by FGB	20/05/20 December 20	L
	Work with other agencies has been undertaken to support vulnerable CYP and families.		<i>M</i>	Regular contact has been maintained with external agencies supporting vulnerable children and families.	Ongoing 01/09/20 Ongoing March 21	L
	Consideration given to the safe use of physical contact in context of managing behaviour.		<i>H</i>	Review individual consistent management plans to ensure they include protective measures.	01/09/20	M
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.		<i>H</i>	Curriculum has been adapted and planned to ensure a safe working environment. Teachers have planned to address gaps in learning during lockdown. Teach an ambitious and broad curriculum in all subjects from the start of the autumn term, but make use of existing flexibilities to create time to cover the most important missed content. In particular, fill gaps in core knowledge. Levels of support/intervention will be a priority. Interventions will take place in	01/09/20	M

				<p><i>line with social distancing as much as possible.</i> <i>Remote learning in place.</i> <i>Focus on return is to settle the children in, assess and identify gaps in knowledge to target in the Summer term</i></p>	08/03/21	
	<p>Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place? Activities should be risk assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> • PE • Practical science lessons • DT 		<i>H</i>	<p><i>Consideration given to activities in school due to guidelines re sharing of resources. Activities to be risk assessed. Separate PE risk assessment will be updated.</i></p>	<i>01/09/20</i>	<i>M</i>
	<p>Student behaviour policy reviewed and amended where necessary in line with the current circumstances.</p>		<i>M</i>	<p><i>Addendum to behaviour policy has been prepared to outline expectations re social distancing etc.</i></p>	<i>01/06/20</i>	<i>L</i>
CYP with SEND	<p>Approach to provision of the elements of the EHCP including health/therapies.</p>		<i>H</i>	<p><i>Support for SEND pupils returning to school has included individual risk assessments, on-going monitoring. External professionals to follow Government guidance re visits and support.</i></p>	<i>01/09/20</i>	<i>M</i>
	<p>Annual reviews.</p>		<i>H</i>	<p><i>All Annual Reviews were completed before the end of term.</i></p>	<i>July 2020</i>	<i>M</i>
	<p>Requests for assessment.</p>		<i>H</i>	<p><i>Where possible and if sufficient evidence is available school has been able to prepare requests for assessments.</i></p>	<i>Ongoing</i>	<i>M</i>

Attendance	Approach to supporting attendance for all children returning to school.		<i>H</i>	<i>Parents will continue to be updated on expectations in respect of attendance for the start of the new academic year. Parents are aware that return to school 08/03/21 is mandatory. Support will continue to be given to any children who are isolating.</i>	<i>01/09/20 08/03/21</i>	M
	Approach to support for parents where rates of persistent absence were high before closure.		<i>H</i>	<i>Close liaison continues with EWO in respect of attendance persistent to continue to be monitored closely.</i>	<i>01/09/20 08/03/21</i>	M
Communication	Information shared with staff and parents.		<i>M</i>	<i>Regular ParentMails will continue to be sent out to parents and staff to keep them informed in respect of school business.</i>	<i>Ongoing</i>	L
	Full re-opening plans shared with governors.		<i>M</i>	<i>FGB meeting was held to discuss proposed full re-opening plans. Governors to review and agree updated risk assessments Governors continue to be updated re organisational changes</i>	<i>13/07/20 19/08/20 January 2021</i>	L
	Communications with parents: <ul style="list-style-type: none"> • Plan for partial re-opening • Social distancing plan • Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning 		<i>H</i>	<i>Regular communication with parents regarding school matters via newsletters etc. Letter sent to all parents regarding proposed full re-opening. Further detailed information to be sent to parents at the start of the new academic year.</i>	<i>Ongoing 16/07/20 01/09/20</i>	M

				<p>School website updated and use of Twitter to share home learning, key messages etc.</p> <p>Parents encouraged to use NHS Test and Trace process.</p> <p>Parents encouraged to take advantage of rapid flow tests available in Luton.</p> <p>Parents informed re school organisation 02/03/21</p>	<p>January 2021</p> <p>02/03/21</p>	
	<p>Pupil communications around:</p> <ul style="list-style-type: none"> • Changes to timetable • Social distancing arrangements • Staggered start times • Expectations when in school and at home • Travelling to and from school safely 		H	<p>Clear expectations and welcome back to children who have not been in school during the lockdown.</p> <p>Procedures and changes to school day will be clearly communicated to each group with constant reminders.</p> <p>Parents informed re school organisation 02/03/21</p>	<p>01/09/20</p> <p>02/03/21</p>	M
Governors/ Governance	Meetings and decisions that need to be taken prioritised.		M	<p>Governors have been regularly updated on school matters during lockdown and again regarding plans for full re-opening through detailed reporting.</p> <p>Governors meeting will continue to take place virtually.</p> <p>Governors receive regular updates regarding school organisation during lockdown and are kept informed during virtual governors meetings.</p>	<p>Ongoing</p> <p>January 2021</p> <p>February 2021</p> <p>March 2021</p>	L
	Governors are clear on their role in the planning and re-opening of the school, including support to leaders.		M	<p>Virtual FGB meetings have taken place to discuss the full re-opening of school including infection control measures.</p>	<p>13/07/20</p>	L

	Approach to communication between Leaders and governors is clear and understood.			Governors to review and agree updated risk assessments <i>Updated risk assessments are provided to governors on GovernorHub</i>	19/08/20 <i>January 2021 March 2021</i>	
	All aspects of governance are as scheduled. Meetings will be held virtually due to social distancing rules.		M	Virtual FGB and committee meetings are scheduled to enable statutory responsibilities to continue to be fulfilled. <i>Virtual meetings will continue whilst restrictions in place. Committees continue to meet virtually.</i>	Ongoing <i>January 2021 February & March 2021</i>	L
School events, including trips	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.		H	All events are continually reviewed, no external school trips have been currently planned. Any external visits will be planned in line with Government guidance and advice.	01/09/20	L
Swimming	Year group swimming at Inspire		H	School swimming for Year 4 was provisionally booked to commence in September. School to review Inspire Risk Assessments and determine whether weekly swimming sessions commence. School would need to travel by coach/bus to the venue – all government guidelines adhered to. Risk Assessments received for Active Luton. Swimming to commence after October half term. SLT to visit the site to monitor processes prior to swimming commencing. <i>SLT conducted a risk assessment however due to current restrictions no</i>	01/09/20 Sept 2020 <i>January 2021</i>	M

				<i>swimming can take place – national lockdown.</i>		
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.		<i>H</i>	<i>All additional costs due to COVID 19 have been submitted to the Government. Currently awaiting a decision as to whether these have been successful. Initial claim was refused a further claim has now been submitted and we await the outcome.</i>	<i>July 20</i> <i>January 2021</i> <i>March 2021</i>	<i>M</i>
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM		<i>H</i>	<i>All claims submitted prior to the deadline. Currently awaiting confirmation of outcome. Initial claim was refused a further claim has now been submitted and we await the outcome.</i>	<i>July 2020</i> <i>January 2021</i> <i>March 2021</i>	<i>M</i>
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.		<i>H</i>	<i>Letting income from PLAYtarium will impact on the school budget going forward. As PLAYtarium is now closed until after Easter no rental income will be received. Current budget has been amended accordingly.</i>	<i>July 2020</i> <i>January 2021</i>	<i>M</i>
	Insurance claims, including visits/trips booked previously.		<i>H</i>	<i>Insurance claims for return of monies paid for school visits has been resolved and Yr 6 parents have been reimbursed.</i>	<i>April/May 2020</i>	<i>L</i>
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering 		<i>H</i>	<i>Process has commenced regarding school catering contract. Catering contract is due to close on 05/01/21 and new contract to be awarded 23/01/21 New catering supplier agreed start date 01/04/21</i>	<i>July 2020</i> <i>January 2021</i> <i>April 2021</i>	<i>M</i>

	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.		<i>M</i>	<i>Senior leaders have continued to work closely with colleagues in the CAP and the SCAT to share ideas, concerns and broker any support required.</i>	<i>Ongoing</i>	L
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