



Risk Assessment Form



		LIKELIHOOD				
		VERY UNLIKELY	UNLIKELY	LIKELY	HIGHLY LIKELY	ALMOST CERTAIN
SEVERITY	NEGLIGIBLE	LOW	LOW	LOW	LOW	LOW
	MINOR	LOW	LOW	LOW	MEDIUM	MEDIUM
	SERIOUS	LOW	MEDIUM	MEDIUM	MEDIUM	HIGH
	SEVERE	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	VERY SEVERE	MEDIUM	MEDIUM	HIGH	HIGH	HIGH

Risk Assessment for	Full reopening of Bishopton Primary School during the COVID-19 Epidemic				
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Stakeholders	Staff, children, parents and carers				
Assessment Date	Thursday 3 rd September 2020	Review Date	Thursday 24 th September 2020		

What are the hazards?	Who might be harmed and how?	Action to be taken to control the risk	Considering new controls, what is the current risk level?	Who is responsible for this action?
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SOCIAL DISTANCING

Travel to and from school including arrival and departure	Parents, children and staff at risk from infection with COVID-19 due to insufficient social distancing	Emphasise the importance of social distancing through constant reiteration via email, newsletter, twitter, website and signage Educate / inform parents and pupils about the need to recognise social distancing rules during their journey to and from school (we can only partially control this). Pupils will come straight into school through a range of pre-determined entrances and staff will be on duty to control this. Parents and children should not gather to greet each other or talk near the school gates and should depart promptly when dismissed. Parents should follow government guidance social distance rules when arriving to collect their children.				Parents, staff, pupils: every day on arrival and departure from school.
		Arrival:				
		TIME SLOT	CLASS	ENTRY POINT		
		8.55-9.05am	Year 1	Cloakroom door		
		8.55-9.05am	Year 1/2	Fire door		
		8.55-9.05am	Year 2	Fire door		
		8.45-8.55am	Year 3	Fire door		
		8.45-8.55am	Year 4	Fire door		
		8.45-8.55am	Year 5	Door at bottom of UKS2 stairs		
		8.45-8.55am	Year 5/6	Door at bottom of UKS2 stairs		
		8.45-8.55am	Year 6	Door at bottom of UKS2 stairs		

		If children are distressed and will not respond to being verbally consoled and persuaded to enter school, then physical contact by school staff should be avoided. Signs on the gates will remind everyone to please maintain distance as recommended in government guidance. Parents are able to drop siblings off at the same time. This will prevent overcrowding outside school or on narrow pathways. Only one parent should bring and collect their child from school. Children may still use bikes and scooters to travel to school. Parents should supervise (where appropriate) the safe deposit and collection of these and children should only touch their own equipment. Departure: <table><thead><tr><th>TIME SLOT</th><th>CLASS</th><th>EXIT POINT</th></tr></thead><tbody><tr><td>3.00-3.10pm</td><td>Year 1</td><td>Cloakroom door</td></tr><tr><td>3.00-3.10pm</td><td>Year 1/2</td><td>Fire door</td></tr><tr><td>3.00-3.10pm</td><td>Year 2</td><td>Fire door</td></tr><tr><td>3.10-3.20pm</td><td>Year 3</td><td>Fire door</td></tr><tr><td>3.10-3.20pm</td><td>Year 4</td><td>Fire door</td></tr><tr><td>3.10-3.20pm</td><td>Year 5</td><td>Door at bottom of UKS2 stairs</td></tr><tr><td>3.10-3.20pm</td><td>Year 5/6</td><td>Door at bottom of UKS2 stairs</td></tr><tr><td>3.10-3.20pm</td><td>Year 6</td><td>Door at bottom of UKS2 stairs</td></tr></tbody></table> All staff will ensure the timely welcome and release of pupils. Parents will be required to observe social distancing rules when waiting for their child on the playground. Families will leave the school grounds in a timely and orderly manner using the designated one way system.	TIME SLOT	CLASS	EXIT POINT	3.00-3.10pm	Year 1	Cloakroom door	3.00-3.10pm	Year 1/2	Fire door	3.00-3.10pm	Year 2	Fire door	3.10-3.20pm	Year 3	Fire door	3.10-3.20pm	Year 4	Fire door	3.10-3.20pm	Year 5	Door at bottom of UKS2 stairs	3.10-3.20pm	Year 5/6	Door at bottom of UKS2 stairs	3.10-3.20pm	Year 6	Door at bottom of UKS2 stairs		
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Cloakroom facilities	Parents, children and staff at risk from infection with COVID-19 due to insufficient social distancing	Children are to bring only a coat, water bottle and their lunch box. These items should be taken home at the end of the school day. Sports equipment and PE kits should remain at home. Children should wear PE kit into school on their PE day. Children will leave all unnecessary items at home. All children will have their own set of stationary provided by the school. Children walking home from school will be encouraged to follow social distance guidelines.		Parents, staff, pupils: every day																											
Assemblies		Assemblies will be broadcasted into each classroom via Teams		Headteacher – ongoing																											
Movement around the school		Children and staff should avoid moving around the school building wherever possible. If they do they should be in lines with children leaving space between each other. Passing in corridors is not a significant risk. Staggered timings for movement around the school and designated access routes will reduce instances of passing in corridors. Lunches will be collected from the hall (if appropriate) by nominated individuals to prevent movement by children and catering staff. The hall and other communal areas are best avoided. Reception may eat their lunches in the hall due to insufficient seating and tables in the reception classrooms. This ‘bubble’ will move into the hall and eat at the same time before heading out for fresh air.		Children and all staff - ongoing																											

Social distancing in classrooms	Parents, children and staff at risk from infection with COVID-19 due to insufficient social distancing	Children will work in their class 'bubbles' with desks facing forwards other than in reception. Staff should avoid working next to children unless absolutely necessary and follow social distancing advice where possible. Should playtimes be wet, children will remain at their desks and will be given a task to keep them occupied. Their teacher / TA will cover for each other to allow time for a comfort break and visit to the staffroom to prepare refreshments. Lunchtime supervisors will manage the class inside during wet lunchtimes. DVDs may be available. Classroom doors and windows will be kept open if possible for air flow.		Children and all staff – ongoing																																								
Designated outside space		Break times will be staggered for specific bubbles as follows: <table><tr><th>TIME SLOT (Morning break – all)</th><th>Rec</th><th>Year 1</th><th>Year 1/2</th><th>Year 2</th><th>Year 3</th><th>Year 4</th><th>Year 5</th><th>Year 5/6</th><th>Year 6</th></tr><tr><td>10.10-10.30am</td><td>X</td><td>X</td><td>X</td><td>X</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>10.30-10.50am</td><td></td><td></td><td></td><td></td><td>X</td><td>X</td><td></td><td></td><td></td></tr><tr><td>10.50-11.10am</td><td></td><td></td><td></td><td></td><td></td><td></td><td>X</td><td>X</td><td>X</td></tr></table> All play equipment will be decommissioned until at least the end of the first half term, 23 rd October.	TIME SLOT (Morning break – all)	Rec	Year 1	Year 1/2	Year 2	Year 3	Year 4	Year 5	Year 5/6	Year 6	10.10-10.30am	X	X	X	X						10.30-10.50am					X	X				10.50-11.10am							X	X	X		Children and all staff - ongoing
TIME SLOT (Morning break – all)		Rec	Year 1	Year 1/2	Year 2	Year 3	Year 4	Year 5	Year 5/6	Year 6																																		
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Personal equipment		All children will have their own personal equipment such as a pencil / pen which will remain on their table. All children will have their own set of stationary, provided by school.		Children and all staff – ongoing																																								

		Milk will be provided for those who order it – it will be provided in separate cartons with individually sealed straws. Fruit will continue to be distributed as usual – it is recommended that fruit is washed before consumption as appropriate.		
Social distancing at break times	Parents, children and staff at risk from infection with COVID-19 due to insufficient social distancing	Smaller groups of children will be accessing the playground during break and lunch times. Therefore the ratios of adults / children will be improved from previously. Social distancing and ‘common sense’ will be promoted through assemblies, briefings and communication such as letters and emails.		Children and all staff – ongoing
Arranged school events		School events such as Friday assemblies will not take place for the foreseeable future. Large gatherings such as the Christmas Fair will be cancelled. It will be preferable to arrange meetings with parents online or via email, rather than face-to-face.		Parents and staff – as required
Close proximity of staff and pupils		Staff have been advised on how to maintain the required physical distance when speaking to pupils in the classroom. Staff will observe the same rules as pupils when lining up and leading the class to another area of the school ~ although this movement is to be avoided unless absolutely necessary. We will limit movement around the classroom (monitoring this from the front of the room). Guidance has been provided for staff when pupils need help, eg how to apply first aid and limit contact.		Children and all staff – ongoing
Visits and offsite events		We will avoid visits (including swimming lessons until further information is received from Stratford Leisure Centre) where possible unless in the immediate vicinity and we can walk there and it will be in our own bubbles ONLY.		Headteacher – ongoing
Social distancing – toilets		Staff will limit the number of children ~ ie, one in, one out of the class space at any given time. Children should use the following toilets: • Reception: own designated units • Year 1: own designated units • Year 1/2: own designated units • Year 2: own designated nits • Year 3 & 4: downstairs toilets – new extension • Year 5 & 6: upstairs toilets – new extension Staff should continue to use their own toilets as appropriate.		Children and all staff – ongoing
Social distancing – staff safety		We will close the staffroom for social use and maintain social distancing when using the water heater. Staff will take breaks in their classroom, outside or off-site, abiding to social distancing guidelines. Staff meetings will be held via Teams.		All staff - ongoing
Volunteering		Volunteers will not come into school until after half term at the earliest unless they are being used for outdoor lunchtime supervision. We will limit the number of other adults coming into school. All external providers will confirm they have an approved Risk Assessment and that they are adhering to the current and relevant government guidance.		Volunteers – informed by admin team. External providers
School office arrangements		Admin team will be sat apart from each other more than the recommended social distancing guidance. The office window will remain closed at all times.		Admin team

		Staff from respective bubbles will collect late pupils from the school entrance lobby (if the child is unable to get to the classroom on their own). Temporary sign-in books will be used as a vehicle for 'track and trace' for visitors. No passes or stickers will be handed out to visitors. Those visiting should have their own accreditation, eg, social workers, peripatetic music teachers. No forgotten items will be dropped into school. All correspondence will be via email or phone – no paper correspondence. Parents should not visit the school office but use email / phone wherever possible.		
EMOTIONAL AND BEHAVIOURAL CONSIDERATIONS				
Some pupils may have experienced a bereavement during the school's closure (possible in relation to COVID-19)	Children at risk of emotional stress due to existing under lockdown conditions	Provide in-school support and a named person (someone the pupil is close to) to support the pupil when they need it. If required, access specialist support for the pupil, and if need be, their family.		Parents, staff, SENDCo
Some pupils may be more vulnerable to exclusion		Identify the particular pupils who could be vulnerable to exclusion and individually consider their needs. If appropriate, facilitate a phased or reduced timetabled return to meet their needs.		All staff and SENDCo
Children may struggle with the return to routine and full-time education		Liaise with parents prior to the start date so that children can be as well prepared as possible to return, eg video welcomes to new classes on the website. Our recovery curriculum will place more of an emphasis on mental health and wellbeing. The new reception cohort will be phased in gradually over the first month.		Parents and teachers
Some pupils will not have had any social contact with anyone out of their immediate family and hence seeing their friends may be emotionally overwhelming		Plan some social 'catching up' time for pupils and their friends that observe social distancing rules so that they are emotionally prepared to learn ~ pupils "learning how to learn" once again. There are plenty of quiet spaces near to classrooms which can be used by pupils if required as time out areas.		Teachers and all children
Some parents may be reluctant to send their children back to school because of the risk of infection and bringing the virus back into the family home		Reassure parents of the social distancing strategies that are being followed in school and the social, emotional and academic benefits associated with their child being back in school. Share Risk Assessments (as appropriate) on the school website. Continue to provide regular updates and information for parents and communicate government guidance that school attendance is compulsory from September 2020. Warwickshire Attendance Service will continue to be accessed to support individual families. Absences will continue to be followed-up with phone calls.		Headteacher and admin team

HYGIENE / CLEANLINESS				
Maintaining regular levels of hand washing / hygiene	Children and staff at risk from infection with COVID-19 due to spread of virus across surfaces	Pupils to apply anti-bacterial soap as they enter the building at the start of the day and at regular intervals during the day (20 seconds in duration) and this is to be timetabled into daily routines – ensure there are adequate supplies of anti-bacterial soap for every class. Anti-bacterial soap is to be administered upon exiting the buildings too at the end of the day.		Children and staff
When pupils sneeze or cough they will spread germs / bacteria, especially younger children		Remind pupils about the need to cough / sneeze into a tissue or their elbow – dispose of tissue in a bin and wash hands for 20 seconds. Remind pupils (and staff) not to touch their faces.		Children and staff
Keeping the school clean to a higher level of cleanliness		Cleaners will act upon guidance normally linked to ‘deep cleans’ as part of their daily procedures (ie, a focus on door handles, toilets, light switches, etc). Pupils (depending on age) or TAs can be responsible for cleaning ICT equipment with anti-bacterial wipes after use. Pupils to take home lunchboxes, drinks and coats at the end of each school day. Follow DfE cleaning in non-healthcare setting advice: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings In the case of an outbreak, consideration will be given to ‘fogging’ the area with an anti-bacterial mist.		Children, all staff and cleaners
What if there is a shortage of cleaners due to self-isolation or illness?		Senior staff will identify if this is the case so that they are pre-warned and take measures accordingly. Individual cleaners may be able to extend their hours of employment more flexibly if other cleaners are absent (eg, working before or after school operating hours). The school caretaker is following a clear cleaning schedule for all areas of the school which can easily be picked up by a ‘relief’ cleaner if necessary.		Headteacher
How can school limit the ‘surfaces’ that are shared between home and school?		All correspondence out of school will be sent to parents via the school website. More information from classes will be placed on class pages on the school website. Correspondence coming into school will be via a phone call or email. Parents have been asked to avoid coming to the office window. Avoid use of cash, which can act as a vector of transmission.		Parents, staff
Wrap around care		BASH will provide its own Risk Assessment and communications		BASH staff
Administering first aid safely		It is the school’s policy that a trained first aider will treat cases during the school day. Ideally this will be a member of staff from within the child’s bubble. First aiders will be required to wear disposable gloves, a medical face mask and disposable apron as they are in close contact with children who are often excreting bodily fluids during treatment. Children cannot gather or wait together for treatment. Designated first aid centre: this will be in the art area outside the staff room with chairs at the recommended social distance. PPE must be available for all first aiders for school to open to children.		Staff

POSSIBLE COVID-19 CASES

		If anyone becomes unwell with a new, continuous cough or a high temperature (over 37.8) in an education or childcare setting, they must be sent home and advised to follow the <u>COVID-19 guidance for households with possible coronavirus infection guidance.</u>		All staff
Pupil begins to show symptoms when in school (cough and / or temperature developing)	Parents, children and staff at risk from infection with COVID-19 due to contamination from infected members of the community	The art area outside the staff room will be used to isolate unwell members of the community. If a child is awaiting collection they will be placed in the art area outside the staff room, isolated ideally – but depending upon the age of the child. They must, at all times, distance socially from others as per government guidance. If they need to go to the bathroom while waiting to be collected, they should use the bathrooms which are normally used for outside activities. This bathroom can then be closed off and deep cleaned afterwards before being used by anyone else. PPE will be worn by staff caring for the child while they await collection if social distancing cannot be maintained (such as for a very young child or one with complex needs). In an emergency we will call 999 if they are seriously ill or injured or their life is at risk. We will not visit the GP, pharmacy, urgent care centre or a hospital. If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they will not need to go home UNLESS they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They will wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.		Parents, staff, children
What happens if we have a confirmed case of the virus?		When a child, young person or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 7 days. Their fellow household members will self-isolate for 14 days. All staff and students who are attending an education setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. Where the child or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. Where the child or staff member tests positive, the rest of their class within their education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class do NOT need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms. As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools on the most appropriate action to take. In some cases a large number of other children may be asked to self-isolate at home as a precautionary measure – perhaps the whole class or year group. Where schools are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary. If a member of a group is sent home, parents of other children in the group will be informed by phone. Testing kits are available in school if required. Following government guidelines, should a complete bubble or the whole school be required to close due to an outbreak, online learning will be provided.		Parents, staff, children
PPE in school may be required if pupils		The majority of staff in schools will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed		Parents, staff, children

develop symptoms and need assistance (particularly pupils with SEND)		in a very small number of cases including: • If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask will be worn by the supervising adult if a distance of 2 metres cannot be maintained. • If contact with the child is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask will be worn by the supervising adult. • If a Risk Assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting or vomiting, then eye protection will also be worn (DfE 12/5/20). • School will not open without this equipment being in place.		
Member of staff begins to show symptoms when in school (cough and / or temperature developing)	Parents, children and staff at risk from infection with COVID-19 due to contamination from infected members of the community	If / when a staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 7 days. If they test positive for COVID-19 their fellow household members will self-isolate for 14 days. All staff and pupils will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. If the test is returned negative, they can resume normal duties (DfE). The headteacher and admin team will arrange for cover, possibly for the TA (plus additional support) working with that group in the first instance.		Parents, staff, children
Staffing shortages as a result of staff self-isolating		The introduction of testing for staff who have symptoms (cough and / or temperature) will ensure that only staff with COVID-19 symptoms are absent. We will cover internally where possible to reduce the risk of bringing the infection into the school. This may be preferable to bringing in supply staff who will not be aware of the social distancing rules that are in operation.		Headteacher, admin team
SAFEGUARDING				
School staff are not aware of all safeguarding incidents that occurred during the school closure	Children and family members at risk of abuse	Headteacher will maintain contact with children's services as appropriate during and after lockdown. SENDCo to keep in (minimum) weekly contact (documented) with families who are vulnerable, at risk or have children's services involvement. Any developments during lockdown will be processed as usual. Staff have access to electronic green forms if required. We will ensure that school information is up-to-date ~ safeguarding leads at LA level will send the headteacher information in relation to new referrals as a matter of urgency. We will ensure that any guidance issued re. safeguarding is followed.		DSLs, staff
Pupils may have suffered forms of abuse during lockdown and they have not had the opportunity to disclose these to anyone		Ensure that there are opportunities for whole class PSHCE lessons / circle times / discussions, group activities and one-to-one discussions (if required) for pupils to share feelings / anxieties / thoughts in a safe manner (this will be of benefit to all pupils).		All staff, children

SEND, MEDICAL AND UNDERLYING HEALTH CONDITIONS

Some pupils with SEND: - May have no awareness of space - May spit, scratch or bite - May require intimate care, incl. on-site nursing (hence social distancing cannot be implemented)	Parents, children and staff at risk from infection with COVID-19 due to contamination from infected members of the community. SEND pupils.	Risk Assessments will be updated to reflect the additional measures that will need to be followed in relation to these challenges (this may include the use of PPE) with specific reference to staffing requirements. One-to-one staff will be available as required to support children.		SENDCo, Teachers, TAs
Sudden announcement of a return to school for ASC pupils will cause anxiety		Parents have been kept fully informed in advance of the start date, so that they can prepare their child for the return to school. Revisit uniform, journey to school, expectations at drop-off and pick-up in readiness for returning.		Parents, SENDCo, headteacher
Medicines in school may become out of date		Class teachers will check all medications sent up to them and inform parents if they need to be replaced. For medication that needs to be administered during the school day, a form will be provided for parents (preferably via email) to complete. A member of staff, ideally from within the child's bubble (with the staff member's consent) will administer the medication and ensure its safe storage.		Teachers, admin team
Pupils with underlying health conditions are at a higher level of risk		We will seek medical guidance from parents and health professionals for pupils with serious underlying health conditions who may be at higher risk. Extra vigilance will be needed for this and other underlying health conditions in relation to social distancing, eg. for pupils with asthma (safety measures may vary from pupil to pupil).		Teachers, admin team
Staff with underlying health conditions and / or pregnant staff are at a higher level of risk		We will refer to government guidance regarding shielding for the clinically vulnerable and extremely vulnerable.		Staff
Those living with a shielding or clinically vulnerable person				Parents
Anxiety associated with work during outbreak	Staff	The headteacher will promote mental health and wellbeing awareness to staff during the coronavirus outbreak and will offer whatever support they can. This may be signposting to online training or referrals to OH. There will be communication of mental health information and an open door policy for those who need		Staff, headteacher

		additional support. The headteacher will offer support to staff who are affected by coronavirus or has a family member affected. All staff will have access to HAYS and WES wellbeing services.		
TRANSITION				
Transition into other year groups	Children being prepared to move to a new year group	Class teachers and TAs to include short video message to their prospective classes on the school website. Teachers to include photographs of key areas for new children as they prepare for transition. This will make the move to their new learning spaces less worrying and 'unknown'. There will be an implementation of a recovery curriculum. Children entering Reception will be phased in over an extra week compared to normal to reflect that some may not have been to pre-school settings during lockdown.		Children, parents, staff
Knowledge gaps	Children being left with gaps in their learning following lockdown absence	A recovery curriculum has been worked on by every teacher, considering the needs of their classes and what learning they will have missed out on during lockdown. In certain subjects we will baseline children to ascertain where they have come back into school (eg, reading test / maths assessments). We will put in place 'catch-up' group learning for ALL children in the first half term. This will then be reviewed and some children will not require further additional support. Fewer children will therefore receive more support in terms of time available. It has been agreed that there will be a gap in learning somewhere along the line for most children. This should prevent the need to engage in a frenetic race to compensate, creating anxiety for pupils and workload stress for staff. Online learning has been useful and has kept some groups of children engaged, but it has not replaced teaching new concepts which need teacher and pupil interaction. We will plan mental well-being and PSHCE activities into the timetable.		Teachers, TAs, headteacher
Assessment and reporting		We will ensure that staff have passed handover notes and information to the new teachers referencing a return to school. Transitional handovers to take place either (socially distanced) face-to-face, via email or using Teams.		Teachers, headteacher
Continuation of online learning	All children will need to continue with some online learning during the summer term	Should a bubble or the school close, online learning will be provided in accordance with government guidance. Staff will need to make much more use of Teams during any future lockdowns to ensure online learning provision, feedback and communication is more two-way than previously.		Teachers, headteacher
Additional support for specific groups		WCC are still providing services, although the process for receiving additional support can take extra time and greater time delays due to COVID-19.		Headteacher
MAINTAINING THE SCHOOL'S BUSINESS PLAN				
Finance	Maintaining and setting the school's budget	2020/21 budget was agreed by the FGB on 4/6/20. The admin team will continue to manage and monitor income and expenditure within budget, with oversight by the headteacher. COVID-19 costs will be carefully tracked. Grants and funding will be considered for expenses that are unable to be claimed for. Impact of COVID-19 has been modelled and reflected in the budget where possible. Remote meetings will continue with the WCC finance officer to produce updated termly finance reports.		Headteacher and office manager
Logistics		Orders of soap and cleaning materials have been maintained during partial closure of the school and will		Headteacher and

		continue.		admin team
Building work		Contractors will only attend during approved hours before and over the summer break.		Headteacher and site manager
Recruitment and staffing	Ensuring appropriate staffing levels are maintained in the long term	We will use WM jobs to advertise any vacancies. If required, we will use a balance of online and in-person interview tasks to minimise social contact in the first place. Where appropriate we will follow government guidance on pre-employment checks such as eligibility, DBS etc which can be completed virtually – originals will be seen prior to starting on site.		Headteacher and office manager
Support from governors	Governors supporting the decision making process	Governors will be kept fully informed about H&S considerations and arrangements which have been made in order to allow the school to open fully. Governors can support the school by continuing to hold regular remote meetings. The Chair of Governors will maintain regular contact with the headteacher and ensure communication is shared with other governors. Governor services will continue to communicate with governors and clerks in all aspects of governance. Governor newsletters containing local and national governance information are circulated on a monthly basis enabling governors to keep informed of changes to and best practice in governance. Governors will ensure a supportive relationship with the school.		Governors and headteacher

Name of Assessor	Andrew Smith	Signature	<i>Andrew Smith</i>
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Name of Manager responsible for activity / process	Andrew Smith	Signature	<i>Andrew Smith</i>
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