

CRANBROOK SCHOOL: September 2020 Re-opening Risk Assessment and Action Plan

OWNER: LEADERSHIP GROUP

DATE: 4th September 2020 v5



Purpose of this document:

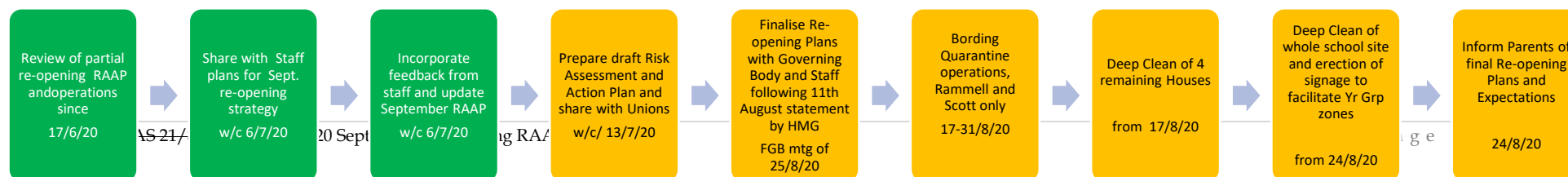
This Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the final, full re-opening of the school from the start of the academic year, 3rd September 2020.

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

- 4.04 Health and Safety Policy
- 1.39 First Aid Policy
- 4.02 Emergency Planning
- 1.07 Safeguarding and Child Protection Policy
- 1.02 SEN Disability Policy SEN Information Report
- 3.02 IT Security Policy
- 1.37 General Medical Policy
- DFE Guidance relating to COVID19 at
 - <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
 - <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings>
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

This document must be read by all staff in conjunction with the school's **September Re-opening Standard Operating Procedure**.

Preparatory Steps towards Re-opening: check dates and steps



Risk Assessment/ Action Plan Sections:

1. Preparing Building and Facilities (KR).....	3
2. Emergency Evacuations	4
3. Cleaning and waste disposal.....	5
4. Classrooms (DAS)	6
5. Staffing (MAS/KR)	Error! Bookmark not defined.
6. Group Sizes (DAS)	10
7. Social Distancing (DAS)	11
8. Catering (KR).....	15
9. PPE (MAS/KR).....	16
10. Response to suspected/ confirmed case of COVID19 in school (MAS/GW)	16
11. Pupil post-closure re-orientation / re-socialisation (CJ/DAS/MAS)	17
12. Safeguarding (MAS)	18
13. Curriculum / learning environment (CJ).....	19
14. Students with SEND (MAS/DD).....	21
15. Attendance (MAS/SH).....	22
16. Communication (JIW)	22
17. Governors/ Governance (JIW/KR).....	23
18. Finance (KR).....	23
19. Annexe A - Flowchart: Responding to a suspected case of Covid-19.....	26

Theme	Control Measures	Risk to Implementation	Risk Level Pre-action	Risk management	Estimated date of implementation	Risk level Post-action
1. Preparing Building and Facilities (KR)	<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 	<i>Estate Manager absent</i>	H	<i>Site Manager can cover with Estate Team to support</i>	1/9/20	L
			H	<i>All checks have been completed 2/6/2020, and recorded on Zurich RA Documentation (Appendix A)</i>	2/6/2020	L
				<i>External company has checked all water tanks and supplies.</i>		
	Office spaces re-designed to allow office-based staff to work safely.	<i>Office does not allow for adequate space between staff members.</i>	M	<i>All available space used to accommodate staff. Opportunities for admin staff to work remotely if necessary, on rotation.</i>	1/9/2020	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 entrances to school. Social distancing unlikely to be maintained.</i>	M	<i>2-metre markers are present on floors. Staff to reiterate to classes and supervise during arrival and lesson changeover. Parents to use separate areas for drop off and collection with staggered start and end of the day.</i>	1/9/20	L	
Consideration given to premises lettings and approach in place.	<i>School Facilities cannot be let and reassembled with sufficient time for cleaning in between.</i>	M	<i>All external lettings have been cancelled until further notice</i>	31/03/2020	L	

	Consideration given to the arrangements for any deliveries.	<i>Congestion in Barham house with staff and deliveries</i>	<i>M</i> <i>M</i>	<i>2-meter markers are present on floors.</i> <i>Screen in place on reception desk.</i>	<i>08/06/2020</i> <i>10/08/20</i>	<i>L</i> <i>L</i>
2. Emergency Evacuations (DAS)	<p>Evacuation routes are confirmed for all year group areas and classrooms, which should be the nearest and most suitable exits. This will be the same as for normal school procedures.</p> <p>Teachers of classes should ensure that the class are quiet and exit in a controlled and prompt manner. Windows and doors should be closed.</p> <p>Each classroom will have clear signs of fire exit routes and where to muster on gym lawn. Students should be briefed that all fire exits can be used in a fire alarm.</p> <p>Students will muster on Gym Lawn and PAC Lawn in Year groups but should be careful to keep in Tutor group order and 1m distancing from other Year group lines. Silence should be maintained.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<p><i>Confusion amongst students and staff as to where to go. Social distancing not adhered to.</i></p> <p><i>Social distancing and 'bubble' groups could be compromised</i></p> <p><i>Those with reduced mobility need extra support</i></p> <p><i>Confusion caused by alarms in separate buildings not being linked together.</i></p>	<i>M</i> <i>M</i>	<p><i>Fire exit signs displayed in classrooms</i></p> <p><i>Muster points for each Year Group identified on gym lawn/PAC lawn</i></p> <p><i>Registration check done each morning in all classes. Copy of lists held centrally for checks as needed.</i></p> <p><i>Whole school fire drill conducted to check procedures within two weeks of opening.</i></p> <p><i>Classes must be led out of buildings in clear lines and students should form in Tutor group lines on Gym Lawn within year groups. As it is outside, risk of virus spreading is reduced. Escape from fire is the priority with staff to remind students of distancing rules – in year group bubbles so reduced mixing.</i></p> <p><i>Teachers of students with reduced mobility need instructions of how to support them during evacuation.</i></p>	<p><i>01/09/20</i></p> <p><i>01/09/20</i></p> <p><i>Daily</i></p> <p><i>By 21/09/20</i></p> <p><i>DD to organise by 07/09/20</i></p>	<i>L</i> <i>L</i> <i>L</i> <i>L</i>

				A plan is needed to enable alarms in all separate buildings to be linked.		
3. Cleaning and waste disposal (KR)	<p>Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.</p> <p>Two fogging machines are deployed daily and strategically to ensure rigorous disinfecting of communal areas such as stairwells, the cardio gym, the QHT and other similar higher risk environments.</p>	<p><i>Non-supply of equipment/materials.</i></p> <p><i>Absence of Site Manager.</i></p>	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 handwash are to be checked and replaced as needed by Site Manager and cleaning staff</i></p> <p><i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</i></p>	2/9/20	L
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.		M	<i>Full time cleaner in place to support Site Manager</i>	2/9/20	L
	<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><i>Low supplies of sanitiser and soap and tissues</i></p> <p><i>Low supply of soap.</i></p>	M	<p><i>Hand sanitiser available at all entrances to school buildings and in classrooms.</i></p> <p><i>Each classroom has anti-bacterial wipes and sprays.</i></p> <p><i>Bins in all classrooms</i></p> <p><i>Disposable tissues in each classroom to implement the</i></p>	2/9/20	L

				<p>'catch it, bin it, kill it' approach</p> <p>Stock check and ordering schedule reviewed and order made.</p>		
	Sufficient time is available for the enhanced cleaning regime to take place.		M	Cleaning patterns reviewed.	2/9/20	L
	Waste disposal process in place for potentially contaminated waste.		M	<p>No case of symptoms or positive test = normal waste disposal.</p> <p>Symptoms or positive test = store in sealed bags for 72 hours (refer to guidelines for disposal - PHE Cleaning in non-healthcare settings)</p>		L
4. Classrooms (DAS)	<p><u>Classroom Locations</u></p> <p>Each year group to be given a set area of classrooms which will only be used by that year group as follows:</p> <p>Yr 7 and 8 - R1, R2, R3, RB2</p> <p>Yr 9 CL1, ML1, ML2, ML3, ML4, MA5, TS</p> <p>Yr 10 MA1, MA2, MA3, MA4, EN1, EN2, EN3</p> <p>Yr 11 C1, C2, P1, P2, B1, B2, HE3</p> <p>Yr 12, GG1, G2, GG3, RE1, PAC, EN5, Hi4, Hub1, Hub 2</p> <p>Yr 13, Hi1, Hi2, Hi3, W5, W6, W3, IT1, I</p>	Keep students from different year groups apart	H	<p>Each year group must only use the entry exit points for their area. This will avoid any contact between year groups in corridors and minimise movements around school.</p> <p>All outside doors and interior doors to be kept and held open as much as possible to prevent any need for touching of door handles.</p> <p>As much as possible, windows should be kept open to allow ventilation and air flow</p>	01/09/20	L

	<p><u>Flexible (shared) Classrooms</u> To allow some specialist lessons (art, music, PE, Food) and to ensure that there are sufficient classrooms, the following rooms can be flexible – Art 1, Art 2, Sports Hall, Vickers Audt., HE1</p>	<p>Risk of infection in flexible (shared) classrooms</p>	H	<p><i>In order for flexible rooms to be used, the following must be in place:</i> <i>Entry/exit via outside doors</i> <i>Students must sanitise hands on entry and exit</i> <i>Tables and back of chairs must be cleaned after each class</i> <i>Any shared equipment must be cleaned before use by another class</i> <i>As far as possible only 1 year group per day to use.</i> <i>A classroom specific RA must be written for each of these classrooms</i></p>	<p>From September 2020</p>	L
	<p><u>Distancing in Classrooms</u> Teachers should maintain a distance from students and other staff in classrooms, ideally 2 metres, avoiding close face to face contact and time spent within 1 metre</p> <p>Teachers should stay at the front of class and avoid moving around the classroom as much as possible</p>	<p>Suitability of classrooms</p>	H	<p><i>Classroom risk assessments in place with actions noted specific for that room. All must include the following:</i></p> <p><i>All tables must be arranged in rows so that all students face in a forward direction towards front of class.</i></p> <p><i>A 2m gap should be made from the teacher to the front row.</i></p>	<p>2/9/20</p>	L
	<p><u>Classroom equipment and information</u> Sharing of equipment or stationery should be prevented where possible.</p>	<p><i>Classrooms have unnecessary items that could be touched by students near to seating positions.</i></p> <p><i>Students don't have the resources they need to work</i></p>	M	<p><i>Students informed in advance to bring all their own equipment inc. pens, paper and books and not to share anything.</i></p>	<p>01/09/20</p>	L

	<p>Teachers should avoid the use of shared materials or equipment between year groups.</p> <p>Resources which are not easily washable or wipeable have been removed.</p> <p>Information posters are displayed in every classroom, in the staffroom and in all toilets.</p>		M	<p>Unnecessary items removed from the vicinity of all desks.</p> <p>Spare pens available / equipment is wiped before being shared.</p>		L
	<p>Approach to staff absence reporting and recording in place. All staff aware.</p>		M	<p>Staff reminded on INSET days</p>	2/9/20	L
	<p>Arrangements for staff who are self isolating are in place with clear guidelines about working from home and expectations in continuing to support the working of the school is clear.</p> <p>Tracking of those self isolating kept clear.</p>	<p>Staff absence leads to classes without teacher. (risk of increased illness and self isolating due to COVID)</p>	M	<p>All staff have direct contact with their line managers, for asap action.</p> <p>Cover supervisors used to cover plus teachers on reserve lessons plus reserve list of staff/supply available to pull in. If insufficient agency staff used.</p>	2/9/20	L
5. Staffing (MAS/KR)	<p>Approaches for meetings and staff training in place.</p>		M	<p>Teaching Staff receive training during INSET in QH with social distancing</p> <p>Future staff meetings to be conducted via Microsoft Teams / Zoom where possible or in large spaces, well ventilated</p>	2/9/20 3/9/20	L

				<i>Monday break briefings moved to after school Monday during meeting slot.</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>M</i>	<i>Site and Admin staff to support break and lunchtime supervision in emergency cases</i>	<i>From 2/9/20</i>	<i>L</i>
	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support</p> <p>How staff are supported to follow this within their own situations and that of students and colleagues is clear.</p>		<i>M</i>	<i>Organisation wide support and consideration of differing situations for members of the school. Staff are aware of available support and advice and encouraged to contact HR, HOH, Safeguarding Team or CHF (P2B) if concerned or anxious. MAS and staff wellbeing team to continue to promote wellbeing awareness & will offer support and direction towards further support. Teams asked to look out for each other to ensure no staff member is isolated. Website directs staff and families towards support.</i>	<i>1/9/20</i>	<i>L</i>
	<p>Arrangements for accessing testing, if and when necessary, are in place.</p>		<i>M</i>	<i>The school is registered to be able to make referrals for testing.</i> <i>Process for testing is shared with staff at INSET</i>	<i>By 1/9/20</i>	<i>L</i>

	The approach for inducting new starters has been reviewed and updated in line with current situation.		M	Currently 2 new members of teaching staff – to be in place for September	Sept 2020	L
	Return to work / school procedures are clear for all staff.		M	Sent to all staff.	Week commencing 24/8/20	L
	Arrangements to return any furloughed staff in place.		M	Staff have been spoken to and letters sent.	5/6/2020	L
	Any staff contracts that need to be issued, extended or amended considering the current situation have been.		M	This has been completed	1/6/2020	L
	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.		M	To recommence asap, once partial opening confirmed and government guidance allows	15/06/2020	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.		M	Check with the contractor any requirements their employer has specified before visit. Share school protocols.		L

6. Group Sizes (DAS)	All classes can now be at their normal number provided that the classroom can accommodate them with the controls put in place	Risk of infection through breach of distancing/"bubbles".	H	Arrangement of desks – all to face forwards. 2m distancing of teacher to students. Rigorous seating plans to aid tracking in the event of infection.	01/09/20	M
-----------------------------	---	---	---	--	----------	---

	Larger groups may be desirable eg Year group assemblies for information-giving	<i>Risk of infection through breach of distancing/"bubbles".</i>	M	<p><i>The Queen's Hall should only be used for larger groups and only for one year group only. Teachers must be at front with a large gap or at sides only.</i></p> <p><i>If larger mixed year group meetings are needed eg House assemblies, Teams or Zoom meetings must be organised remotely (these could be projected into classrooms).</i></p>	01/09/20	L
7. Social Distancing (DAS)	<p><u>Travel to School:</u></p> <p>Information shared with parents in advance regarding students travelling to school, encouraging walking or drop-off by car and avoiding public transport as much as possible.</p> <p>Students travelling on public transport or directed transport (school buses) should wear face masks and sit within year group areas on the buses as much as is possible.</p>	<p><i>Students meeting and mixing away from the school site, increasing risk of spreading infection across year groups</i></p> <p><i>Bus drivers not implementing good practice</i></p>	H	<p><i>Parents/students given clear instructions prior to coming back to school that students should avoid congregating in town in groups either before or after school. Students should avoid mixing with students out of their year group or boarding house bubble outside of school</i></p> <p><i>KCC and Hams contacted to establish recommended procedures on all buses. Member of staff to supervise students queueing and getting on buses at end of day.</i></p> <p><i>When students disembark buses in the morning, they should dispose of disposable face masks in a designated bin or put their reusable one in a</i></p>	02/09/20	M

				plastic bag and store themselves to take home.			
	<p><u>Drop-offs</u> will be staggered slightly so that some year groups have separate times to prevent risk of year groups mixing.</p> <p>On arrival at school, students should go straight to their Year group area and classroom for lesson 1 and not linger around school buildings.</p>	<p><i>Students and parents do not keep to timings and rules on-site, increasing risk of spreading infection.</i></p>	H	<p><i>Parents given exact instructions and timings in advance regarding drop-off times at school with allocated drop off areas for each year group.</i></p> <p><i>Member of staff allocated to supervise drop-off period and ensure that students go promptly to lesson 1 classroom.</i></p>	01/09/20	Daily	M
	<p><u>Pick-up</u> will be slightly staggered so that years have different times in order to prevent to prevent risk of year groups mixing.</p>	<p><i>Students/parents linger and chat mixing students and groups, increasing risk of spreading infection.</i></p>	H	<p><i>Member of staff allocated to supervise pick-up period and ensure that no one lingers, no one chats and they promptly leave.</i></p> <p><i>Member of staff to supervise bus queueing and sitting positions on buses.</i></p>		Daily	M
	<p><u>Reducing Mixing of Year Groups around school corridors</u> As year groups will be in set classrooms areas of the school; there will be very limited amounts of moving around the school/ corridors and no mixing of year groups.</p> <p>NB – Classroom distancing has been dealt with above under classrooms.</p>	<p><i>Excess movement / mixing increases risk of spread of infection.</i></p>	H	<p><i>All groups stay in the same year group areas all day long If moving to 'flexible rooms', the RA assessment for that room applies (see above).</i></p> <p><i>See SOP.</i></p>			M

	<p><u>Face Coverings</u> Students are strongly encouraged to wear face masks in communal areas such as corridors. Staff are strongly recommended to wear face-masks or shields at all times, other than in the classroom.</p>	<p><i>Students don't remove face coverings correctly and increase risk of spread of infection</i></p>	<p>M</p>	<p><i>Students will be taught correct use of face mask and reminded through posters around school Staff are advised strongly to wear face-coverings in all communal areas where there is a higher frequency of student and staff movement and also in meetings, such as staff briefings, and management meetings.</i></p>	<p>From 3/9/20</p>	<p>L</p>
	<p><u>Use of toilets</u> - to keep distancing and avoid mixing of year groups</p>	<p><i>Students are unsure of which toilets to use and the correct protocols</i></p>	<p>H</p>	<p><i>Year groups are given clear instructions of which toilets their class group can use. They are also given guidelines about washing hands and use of paper towels. Classrooms and toilets will have posters displayed with all these toilet instructions.</i></p>	<p>In Year group start of year briefings 01/09/20</p>	<p>M</p>
	<p><u>Water bottles</u> Drinking water – students are told to bring a full water bottle.</p>	<p><i>The need to re-fill water bottles during the day represents a risk of infection.</i></p>	<p>M</p>	<p><i>In year group briefings at the start of the year the water filling points are clearly established and rules for their use. Students are strongly encouraged to bring full personal water bottles with them to school in order to avoid need for re-filling.</i></p>	<p>03 or 04/09/20</p>	<p>L</p>
	<p><u>House time/Break Times.</u> No House assembles to avoid year group mixing.</p>		<p>H</p>		<p>01/09/20</p>	<p>M</p>

	<p>Tutor groups will meet once a day at either 10.20 or 10.40 with break time at either 10.20 or 10.40. This will mean only half the school at a time are on break time reducing the potential mix of year groups.</p> <p>All tutor groups will take place in classrooms timetabled within the year group area. The only exceptions to this will be School Lodge, Blubery and Crowden which will meet in their boarding houses.</p>	<p><i>Year groups mixing during break time</i></p>		<p><i>Year groups will be given designated outside areas to use at break time separate to other year groups to avoid potential for year group mixing</i></p> <p><i>A break supervisor is allocated by LG to ensure that students comply with instructions during the break periods.</i></p> <p><i>At 11.00, all students go to lesson 3 classroom and clean hands on entrance.</i></p>		
	<p><u>Lunch Periods</u> The split lunch break is now increased with: 11.55-12.50 – Yr 11, 12 and 13 12.50 -13.45 – Yr 7, 8, 9 and 10 This will make it easier to manage the lower school and prevent potential mixing of year groups and poor social distancing.</p> <p>All Boarders will go back to their Houses at their lunch break and eat what is provided in the House. After eating they will be allowed to join their year group in the outside area.</p>	<p><i>Problems of risk of infection in dining hall queue and sitting areas</i></p> <p><i>Risk of staff distancing 2m from students being compromised in the dining hall.</i></p>	H	<p><i>Year groups should go straight into the DH and sit down at seats. No large queueing.</i></p> <p><i>Tables will be brought up to be served one at a time.</i></p> <p><i>After eating the students can go to their outside area. The tables will be cleaned after each year group to prevent risk of infection</i></p> <p><i>All staff will order and be provided with a baguette lunch to be picked up in the Staff Room. No staff eat in dining hall.</i></p>	01/09/20	M

		<p><i>Year groups will go to outside areas after lunch</i></p> <p><i>Wet lunch or breaktime</i></p>		<p><i>Staff supervision of dining hall to make sure students comply with procedures.</i></p> <p><i>Year groups will be given designated outside areas to use at lunch time separate to other year groups to avoid potential for year group mixing</i></p> <p><i>A lunchtime supervisor will ensure that students comply with instructions during the lunch periods.</i></p> <p><i>Students will return or remain in their year group areas. Supervisors will supervise the indoor spaces rather than outside areas.</i></p>		
8. Catering (KR)	Arrangements in place to provide food to students on site, including the requirement of universal free school meals.	<i>School kitchen will be open</i>	M	<p><i>Meals during the day to be provided to day students only in dining hall, on a year by year basis supervised by staff. Accessing the servery by table, all meals will be plated by staff, there will be no salad bar.</i></p> <p><i>Boarders to have lunch in Houses and supper in DH.</i></p>		L
			H	<p><i>Environmental health guidance will be followed when reopening</i></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>Safety measures not thought-through or adhered to, increasing risk of contact.</i>	M	<i>Staggered breaks are in place for each group supervised by staff See SOP.</i>	<i>Student briefed daily from 15/6/20</i>	L
9. PPE (MAS/KR)	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	<i>Late arrival/non-supply of safety items. Lack of clarity about school expectations (due to unclear external guidance).</i>	H	<i>The school have a supply of face masks, face screens, aprons, gloves. Staff and students have option to wear face masks.</i>	<i>Equipment on order and scheduled for arrival by 10/6/20.</i>	M
10. Response to suspected/ confirmed case of COVID19 in school (MAS/GW)	Approach to confirmed COVID19 cases in place: during school day <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 See Annexe A below.	<i>Lack of clearly communicated procedure and appropriate medical advice.</i>	H	<i>Reception to be informed. Student to be given a disposable face mask and sent to Medical Centre. Member of staff to admit student to Med Centre wearing full PPE, face mask, face shield, apron and gloves. Student temperature to be checked, if persistently coughing or high temperature parents will be contacted to collect. See SOP.</i>	<i>Staff training 1/9/20 Student Briefings w/c 3/9/2020</i>	M
	Approach to confirmed COVID19 cases in place: outside of school hours <ul style="list-style-type: none"> Approach to relocating students away from certain parts of the school to clean, if possible Cleaning procedure in place Arrangements for informing parent community in place 	<i>Lack of focussed response – actions and comms. .</i>	H	<i>Full clean of all areas including fogging. See SOP.</i>	<i>Staff training w/c 8/6/20</i>	M

	See Annexe A below.					
11. Pupil post-closure re-orientation / re-socialisation (CJ/DAS/MAS)	<p>School uniform Normal school uniform and sixth form dress code will be required every day.</p> <p>Due to risk of infection in changing rooms, students with a games afternoon or PE lesson will be allowed to wear PE kit to school provided that they wear a school tracksuit</p>	<i>A student does not comply</i>	L	<i>Warning given. Parents informed.</i>	01/09/20	L
	Communication of all changes, instructions, rules and timetables	<i>Parents/Students being unsure of what to do.</i>	H	<p><i>Detailed letter to go to all parents</i></p> <ul style="list-style-type: none"> <i>Timetable for individuals</i> <i>Arrangements for transport, drop-off and pick-up</i> <i>Dress code</i> <i>Lunch/water requirements</i> <i>Social distancing rules between students and staff</i> <i>Equipment/books needed</i> <i>Behaviour expectations</i> <i>Lesson arrangements</i> 	Week commencing 24/8/20	M
	All students instructed to bring a full water bottle each day. Re-filling points	<i>Need for re-filling</i>	M	<i>Established in Year group briefings at start of year</i>	01/09/20	L
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.		H	<i>Concerns re students to be recorded through My</i>	Daily	M

				Concern and is picked up by Safeguarding Team /HOH		
	<p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> • Financial • Increased FSM eligibility • Referrals to social care and other support • PP/ vulnerable groups 	<i>Failure to communicate means of support or to gather information efficiently/effectively.</i>	H	<p>Continued regular contact between HoH/Tutors and students online and in-school.</p> <p>Reiterate to parents about support available through agencies in weekly bulletin.</p>	Weekly	M
	Balance between pastoral and academic aims of re-opening maintained.	<i>Newly vulnerable students not picked up as a result of closure.</i>	H	<i>All top vulnerable students known to school monitored by allocated staff and followed up. Weekly safeguarding team meeting details ongoing situation with current vulnerables and any new ones identified. Weekly list shared with LG.</i>	Ongoing	M
12. Safeguarding (MAS)	Individual students' welfare needs/ care plans are understood and students onsite and offsite are effectively supported.	<i>Failure to align pastoral and academic opportunities presented by re-opening.</i>	H	<i>Review risk assessments for children to ensure they reflect any changes due to reopening arrangements for eligible year groups.</i>	Enhanced weekly Safeguarding briefing notes from Safeguarding team ongoing since 1/4/20	M
	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	<i>Safeguarding and wellbeing issues are underestimated</i>		<i>Staff refresher training session on processes and procedures and the revised wellbeing material.</i>		
				<i>Adopted Temporary COVID19 Child Protection Policy - updated Child Protection Policy in place.</i>		

		<i>Comms. between school and agencies lapses – more children at risk.</i>	M	<i>Work with other agencies has been undertaken to support vulnerable students and families.</i>		M
	Consideration given to the safe use of physical contact in context of managing behaviour.	<i>Risk of infection increases.</i>	M	<i>Review individual management plans to ensure they include consistent protective measures.</i>		L
13. Curriculum / learning environment (CJ)	Curriculum learning plans for September revised with expectations and required adjustments factored in. (e.g. Practicalities of limited 'Bubble' spaces will impact on practical subjects, hands on tasks and experiments. Learning needs of students elicited from student evaluation and evaluation of RAG reports (July 2020).	<i>Balance between consolidation and new learning is not considered leading to ineffective T/L experience. Curriculum planning and implementation does not take in to consideration restrictions on rooming and students' movement around site. Curriculum 2020 is not met.</i>	M	<i>Consultation with HoDs (Curriculum Committee meeting) and surveys of staff have addressed this – purpose is clear. INSET day focus (1/9/20) on curriculum planning and collaboration within departments.</i>	LG/HoDs/Depts. planning from 1/9/20 SOP updated	L
	Consideration has been given to activities that are more difficult/ not possible to be undertaken with social distancing in place? Each activity should be risk assessed and should not be run unless the risks can be mitigated	<i>Poorly planned schoolsite/classroom management leads to risk of infection.</i>	H	<i>See SOP. HODs to risk assess curriculum needs and planned activities in accordance with rooming restrictions, spacing and resource.</i>		M
	Remote learning programme to be available to all students in the event of a subsequent lockdown, enforced quarantine or other circumstance	<i>Students' academic, social and emotional needs are not met in the event of them being unable to physically attend school.</i>	H	<i>Departments to appoint year group leaders to deliver remote learning programme for affected students (combination of Portal set tasks and live opportunities, using appropriate platforms (Teams – academic,</i>		

				ClassIn/Zoom/Teams – pastoral/co-curricular)		
	<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 	<p><i>The purpose of the onsite curriculum is not thought-through leading to ineffective experience for teachers and students.</i></p>	M	<p>Remote Learning programme continues as part of a blended approach – providing opportunities for Tutorial time, Drop-down day, well-being opportunities, co-curricular clubs & societies and House Assemblies and whole school celebration assemblies.</p>		L
	<p>Student behaviour addendum policy for current times created, reviewed and amended where necessary in line with the current circumstances.</p>	<p><i>Inappropriate response to poor behaviour onsite.</i></p>	H	<p>Behaviour Policy addendum following DfE guidelines.</p>	w.e.f. 1/9/20	M
	<p>Acknowledgement of the psychological impact of missed face to face schooling, routine and learning gaps and the requirement to track students’ progress and needs. Initial recovery curriculum includes low stakes assessment of students learning on return to school to enable planning and structure.</p>		H	<p>Emphasis on interactive and building confidence. Introduction of Microsoft Teams to support communication, sharing of subject materials, homework and improve accountability and tracking.</p>	1/9/20	M
	<p>Students’ pathway to maximising their potential in public exams (2021) is a clear focus.</p>	<p>Students’ motivation, morale and aspirations lower in exam year study</p>	H	<p>Departments programmes of study are revised, reflecting immediate, medium and long term needs. - Assessment calendar is amended to support learning deficits. LG lead a structured subject & grade specific support and</p>	1/9/20 5/7/20	M

				<i>wider revision programme that seeks to address learning gaps and push for high aspiration. Programme to build in wider co-curricular and social opportunities after school</i>	2/9/20 (YEAR 13) 1/10/2020 (YEAR 11)	
	Acknowledge that not all students may return and that a remote learning platform will continue to be essential to the school community – as part of a blended learning approach. <i>Recent issues for some international boarders to book flights to UK in advance of September restart and associated quarantining requirements (UK government list changes on a frequent, sometimes daily basis) will require a substantial remote learning platform. Likelihood of students re-joining us in Aug, Sept and Oct.</i>	Students miss out on learning opportunities and key curriculum needs	H	<i>Remote Learning packages available for students not in school. Access to in class work to be made easier for staff and students Continued training and support for teachers in 'live' forums, including Teams and ClassIn. Possibilities for flexible delivery of lessons to support and extend in school provision where possible</i>	Ongoing	M
14. Students with SEND (MAS/DD)	Individual and wider SEND needs addressed re return to school through staff training at INSET	<i>Unusual nature of school causes increased anxieties and difficulties for individuals</i>	L	<i>SENDCO liaising with staff especially tutors/HOH/DHT re. potential risk issues implied by return to school</i>	1/9/2020	L
	EHCP needs addressed through review with parents and external agencies		L	<i>SENDCO member of Safeguarding Team -enforces tight comms. re. individual student concerns/issues.</i>	Ongoing	L
	Careful tracking of students if tested positive themselves or isolating due to household test		L	<i>Check return to school dates</i>	Ongoing	L

15. Attendance (MAS/SH)	Approach to supporting attendance for prioritised year groups determined.	Students who should attend school in year 10 & 12 are absent. Vulnerable students who should attend do not attend school	M	Attendance Officer – AO (SH) to call home to follow up. AO to call home to follow up initially – HOH or safeguarding team to explore.	Enhanced monitoring in place from 15/6/20	L
	Understanding of attendance issues where related to Covid 19 with support in place for families with anxieties	Vulnerable students who should attend do not attend school	H	Attendance Officer – AO (SH) to call home to follow up. Tutor / HOH or safeguarding team to explore and support.	Ongoing	M
	Approach to support for parents where rates of persistent absence were high before closure.	Students do not attend	H	Phonecall from DSL/Safeguarding. Involvement of LA if necessary.	Ongoing	M
16. Communication (JIW)	Information shared with staff around the re-opening plan, returning to site, amendments to usual working patterns/practices and groups.	Poor communications lead to ineffective execution of Re-opening plan, undermining confidence amongst staff and students.	M	Staff INSET in September (1 st /2 nd).	Heavy focus on full re-opening since 2/7/20	L
	Re-opening plans shared with governors and internal/external Union Reps. (JCC)			Weekly briefings with staff via Zoom or in QH Weekly meetings with middle managers and LG resume on a socially distanced basis. Online meetings move to MS Teams asap HM and CoG/VCoG in regular contact.		
	Communications with parents: <ul style="list-style-type: none"> Plan for full re-opening Social distancing plan Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning 			Weekly Bulletin for parents. Frequent audio/video messages.		

	<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 	<i>Poor communications in earliest phase of re-opening heighten risk of infection.</i>	H	<i>Daily briefing first-up each day of onsite activity.</i>	<i>w/c 15/6/20</i>	M
	On-going regular communication plans determined to ensure parents are kept well-informed	<i>Parents lose confidence in school's ability to open safely.</i>	M	<i>Letters, website updates, social media</i>	<i>Intensive comms. Re Reopening since 5/6/20.</i>	L
17. Governors/ Governance (JIW/KR)	Meetings and decisions re. Reopening need to be prioritised.	<i>Failure by school to act collectively/collaboratively on an emergency measure – risking spread of infection and/or poor PR.</i>	M	<i>Virtual governing body meetings held as required - focus on emergency measure + EGM re. Re-opening</i>	12/5/20 Onwards	Key milestone: 25/8/20 (CAG results and HMG final clearance for Reopening)
	Governors aid planning and re-opening of the school, including support for leaders.					
	Approach to communication between Leaders and governors is clear and understood.	<i>Over-focus on emergency measures – some important long-term planning is undermined.</i>	M	<i>General business deferred to next academic year, meetings focused on issues arising from Covid – 19, but Cttee. Business continues re. Curriculum, Welfare, Personnel, Finance and Property</i>		L
	Certain aspects of governance are on-hold in order to deal with the immediate situation, these are agreed and clear with all governors and there is a plan for then these will be reviewed and potentially reinstated.					
18. Finance (KR)	Additional costs incurred due to COVID19 are understood and clearly documented.	<i>Insufficient funds to support cleaning regime</i>	M	<i>Budgets have been increased to allow for additional cleaning staff and purchase of cleaning materials and PPE Admin.</i>	<i>Phased return of furloughed staff</i>	L

	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM		M	<i>Claim will be submitted as and when appropriate</i>		L
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.		M	<i>Full forecasts have been undertaken and shared with governors at regular emergency Finance mtgs. by Zoom.</i>	<i>Ongoing since 1/4/20</i>	L
	Insurance claims, including visits/trips booked previously.		M	<i>All claims submitted</i>		L
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering 		M	<i>n/a</i>		L

