

COVID19: Full Opening Risk Assessment and Action Plan

SCHOOL NAME: Barnes Farm Junior School

OWNER: Ross McTaggart (Executive HT)



DATE: 15th July 2020 Reviewed 26th August 2020 / 18th September 2020/ 23rd September 2020

This risk assessment has been externally checked by an agency with Competent Person status

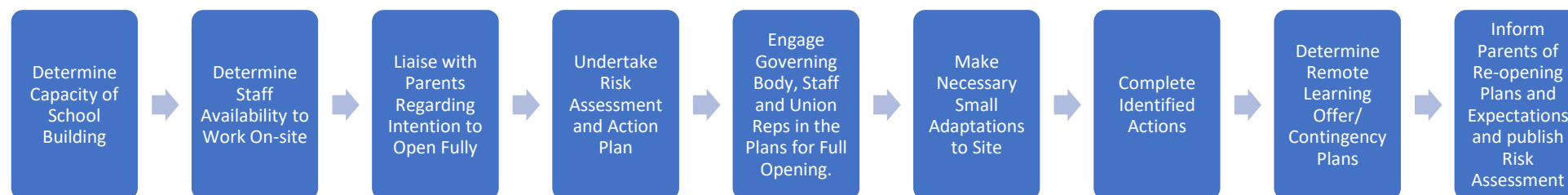
Purpose of this document:

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

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

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- CYP Response Plan
- DFE Guidance relating to COVID19
- 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'

Steps of Full Opening Preparation:



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

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Engagement in Risk Assessment and Planning	Risk assessment process fully engages staff, governing body and union representatives.		L	Consultation with staff 13/07/20 Consultation with LGB via Sharepoint Plans shared 15/07/20	17/07/20	L
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 	Caretaker is returning from shielding and may require additional support	M	Close liaison with Facilities and Estates manager	Aug 2020 Review held 26/08/20 further reviews planned	L
		School vacant over Summer holidays	M	Regular flushing tasks scheduled for end of Summer holidays. PAT Testing recently completed (March 2020)	Aug 2020	L
		Barn Fire Alarm batteries need replacing and the unit is beeping intermittently	M	Safe I.S. are booked to undertake visit to rectify	14/08/20	L

	Office spaces re-designed to allow office-based staff to work safely.	<i>Front Office seating facing one another (but 1m apart)</i>	<i>M</i>	<i>Room is well ventilated.</i>	<i>Sept 2020</i>	<i>L</i>
	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>	<i>M</i>	<i>One way system amended to incorporate car park to enter and exit the school site . Signage in place. Staggered start and finish times for all yeargroups (see operational plan) .</i>	<i>Sept 2020</i>	<i>L</i>
	Consideration given to premises lettings and approach in place.	<i>Cleaning regime out of hours is not economically viable. Encourages the mixing of bubble groups</i>	<i>M</i>	<i>Lettings risk assessment completed</i> <i>No lettings for the Autumn term.</i>	<i>Aug 2020</i>	<i>L</i>
	Consideration given to the arrangements for any deliveries.	<i>Deliveries can be left in front foyer where sanitiser is also available</i>	<i>L</i>			<i>L</i>
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>	<i>Current evacuation routes enable safe egress within revised bubbles</i> <i>No staff planned to work from home</i>	<i>L</i>	<i>No changes needed other than usual practice at beginning of term.</i>	<i>Sept 2020</i> <i>Fire Drill completed 10/09/20</i>	<i>L</i>

	<p>Consideration given to PEEP – buddies are assigned or reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>					
Cleaning and waste disposal	<p>Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.</p>	<p><i>Additional 1 hour clean scheduled for lunchtime of shared toilet areas and replenishing of soap, towels etc ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</i></p> <p><i>All Rollertowel dispensers have been decommissioned and paper towels used throughout school</i></p> <p><i>Foot operated pedal bins in use throughout the school</i></p>	L	<p><i>Hand towels and handwash are to be checked and replaced as needed by Martin Bardram (Caretaker) and cleaning staff</i></p> <p><i>All classrooms have sanitising wipes to be used by pupils to wipe down workspace at the end of the day.</i></p>	Ongoing	L
	<p>Cleaning staff capacity is adequate to enable enhanced cleaning regime.</p>	<p><i>. Insufficient capacity to clean shared toilets at lunchtime in between bubbles</i></p>	M	<p><i>Town and Country Cleaning have confirmed hours.</i></p> <p><i>Caretaker to oversee and complement this work.</i></p>	<p><i>July 2020 1 extra hour confirmed Aug 20</i></p> <p><i>In place from 21 09 20</i></p>	L

				<i>Schedule devised between both BF Schools</i>		<i>L</i>
	<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>Good supplies in place</i></p> <p><i>One Staff toilet works inconsistently</i></p>	<i>L</i>	<p><i>Staff toilet fixed in Aug 2020</i></p> <p><i>Hand sanitiser available at the school entrance</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>	<i>Aug 2020</i>	<i>L</i>
	Sufficient time is available for the enhanced cleaning regime to take place.	<i>2 hour clean scheduled across both schools at lunchtime in addition to usual hours</i>	<i>L</i>	<i>All staff advised to leave the site by 4pm time in order for cleaning to be undertaken.</i>	<i>Sept 2020</i>	<i>L</i>
	Waste disposal process in place for potentially contaminated waste.			<p><i>Waste bags and containers - kept closed and stored separately from communal waste for one week</i></p> <p><i>Waste collections made when the minimum number of persons are</i></p>	<i>Sept 2020</i>	<i>L</i>

				<i>on site (i.e. after normal opening hours).</i>		
	Process in place for safe removal and/or disposal of face masks.	<i>Face masks not recommended so limited use.</i>		<i>Pedal bins available in every workroom</i>	<i>Sept 2020</i>	<i>L</i>
Classrooms	Classrooms have been re/arranged to allow as much space between individuals as practical.	<i>4W and 5S particularly undersized</i>	<i>M</i>	<i>Extra furniture removed from these rooms and located nearby</i>	<i>Sept 2020</i>	<i>L</i>
	Classroom entry and exit routes have been determined and appropriate signage in place.	<i>Y5 entry/exit routes accessed through other classrooms</i>	<i>M</i>	<i>Local procedures determined for one-way system and priority</i>	<i>Sept 2020</i>	<i>L</i>
	Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment should be limited to the bubble. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].	<i>Furniture has been moved around in Summer term</i>	<i>L</i>	<i>Weds 22nd July identified for moving furniture back to September rooms</i>	<i>22/07/2020</i>	<i>L</i>
	Non-essential equipment or resources which are not easily washable or wipeable have been removed.		<i>M</i>	<i>Yeargroup outdoor equipment for playtime discretely stored and cleaned weekly</i> <i>e-Bug posters displayed:</i> <ul style="list-style-type: none"> • <i><u>Horrid hands</u></i> • <i><u>Super sneezes</u></i> • <i><u>Hand hygiene</u></i> • <i><u>Respiratory hygiene</u></i> 		<i>L</i>

	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.		L	<ul style="list-style-type: none"> <u>Microbe mania</u> 		L
	Furniture arranged to minimise contact as much as possible e.g. Desks side by side, facing front, where age appropriate.			Front facing desks to be arranged in all classrooms	22/07/20	L
Staffing	<p>Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.</p> <p>Including at least one of the following:</p> <ul style="list-style-type: none"> Paediatric First aider (where children under 3yrs) Designated Safeguarding Lead (DSL) SENCO Caretaker/site member Office staff member 	<p>Full staffing quota expected to be available</p> <p>Office Manager position currently vacant for September</p>	L	<p>Noted and all in place.</p> <p>DSL and Deputy DSL onsite and training up-to-date</p> <p>SENCo onsite from September</p> <p>Caretaker returning from shielding</p> <p>Office Manager being recruited (July 2020)</p>	<p>Sept 2020 Office Manager recruited and began work 24th August 2020</p>	L

	Approach to staff absence reporting and recording in place. All staff aware.	<i>CLP Policy in place</i>	<i>L</i>	<i>DfE attendance reporting form to continue in Sept 2020</i>	<i>26/08/20</i>	<i>L</i>
	Risk assessments in place for those staff who were previously working from home due to shielding, (clinically vulnerable and/or living with someone in these groups), and appropriate arrangements for mitigating risk are identified.	<i>Previously shielding staff identified as well as those at higher risk (BAME)</i>	<i>M</i>	<i>Updated risk assessments to be completed with these staff</i>	<i>22/07/2020</i> <i>RA review completed 26/08/20</i>	<i>L</i>
	Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.	<i>Some leadership capacity to cover sickness</i>	<i>M</i>	<i>Single supply agency to be used (4MySchools) if needed (as well as HLTA)</i>	<i>Sept 2020</i>	<i>L</i>
	Consideration given to staff clothing expectations and information shared with staff.	<i>Usual CLP policy to be reinstated</i>	<i>L</i>	<i>Face Coverings purchased for staff</i>	<i>18 09 20</i>	<i>L</i>
	Approaches for meetings and staff training in place.	<i>Large staff group with range of working schedules</i> <i>Virtual meetings difficult to gauge interaction on critical staff areas</i>	<i>M</i>	<i>Use of Microsoft Teams as main vehicle for staff briefings and/or training</i>	<i>Sept 2020</i>	<i>L</i>

				<p><i>Use Hall if urgent and socially distance.</i></p> <p><i>Enable improved systems for feedback or checking on communication between staff.</i></p>		
	Staffing roles and responsibilities with regards to the contingency of remote provision alongside in-school provision agreed and communicated.	<p><i>Limited experience of using Microsoft Teams to live teach</i> <i>Children need access to Microsoft Account to access shared resources</i></p>	M	<p><i>In the event of a bubble or general lockdown - Digital learning platform funding accessed via Capita to enable pupil accounts on Microsoft.</i></p> <p><i>3 teachers in each yeargroup will help to distribute workload ie 1 teacher – English lesson each day, another – Maths.</i></p> <p><i>CLP Trust purchasing new laptops for all teaching staff</i></p> <p><i>Further training in September will be needed</i></p> <p><i>Oak Academy will be accessed by ad hoc pupils who are self-isolating away from their bubble.</i></p>	<p><i>Sept 2020</i> <i>New laptops installed 01/09/20</i></p>	M

	<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>			<p><i>Noted but no redeployment reasonably expected.</i></p>		L
	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>	<p><i>Consideration needed for Recovery Curriculum for first 2 weeks</i></p> <p><i>Subject prioritisation needed in order to address gaps and ensure key measures are taught.</i></p> <p><i>Staff room very small and hall back in use. Limited areas for staff to meet one another (also given split lunchtime shift)</i></p>		<p><i>INSET day 2nd September identified for Recovery curriculum planning and subject prioritisation</i></p> <p><i>All staff aware of Employee Assistance Programme (Health Assured)</i></p> <p><i>Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service</i></p> <p><i>https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx</i></p> <p><i>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements</i></p>	<p><i>Sept 2020</i></p> <p><i>Recovery curriculum planning notes shared 25/08/20</i></p>	L

				<i>Staff Room capacity for 6 people to sit. Teachers PPA room has capacity for 4 people Barn Main room can be used as staff overflow at lunchtimes (Capacity 15)</i>		
	Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance. Process in place for use of the limited number of self-testing kits.			<i>CLP Letter shared to advise staff on returning</i>	<i>11/07/20</i>	<i>L</i>
	The approach for inducting new starters has been reviewed and updated in line with current situation.	<i>1 ITT Trainee (Schools Direct) beginning</i>		<i>2 x 2 hour online training conducted by JV and RMCI to aid induction and planning</i>	<i>11/07/20</i>	<i>L</i>
	Return to school procedures are clear for all staff.			<i>Staff consulted 13/07/20 and then plans shared 15/07/20</i>	<i>15/07/20</i>	<i>L</i>
	Arrangements to return any furloughed staff in place.			<i>Noted</i>		
	Any staff contracts that need to be issued, extended or amended considering the current situation have been.	<i>Some staff affected</i>		<i>Issues addressed via GT (CLP Trust team)</i>	<i>July 2020</i>	<i>L</i>
	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.			<i>Noted</i>		<i>L</i>

	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>	<p><i>Very limited work needed over the summer holidays.</i></p> <p><i>Deep clean scheduled.</i></p>		<p><i>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</i></p> <p><i>Visitors wear masks when walking around school site</i></p>	<p><i>July 2020</i></p> <p><i>18 09 20</i></p>	<p><i>L</i></p>
	<p>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.</p>			<p><i>Music lessons via Zoom or Teams.</i></p> <p><i>Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.</i></p>	<p><i>July 2020</i></p> <p><i>Col Utd PPA staff rota agreed Aug 2020</i></p>	<p><i>L</i></p>
Group Sizes	<p>All children are included in distinct groups/ 'bubbles' that do not mix and the number of children in each bubble is as small as possible.</p>	<p><i>Lunchtime toilet use. Shared toilets by two bubbles but cleaned in between.</i></p>	<p><i>M</i></p>	<p><i>Bubble size set at 90 (yeargroup) but majority of time will be at 30.</i></p> <p><i>Breaktimes split into Y3/4 and Y5/6 (separate areas)</i></p> <p><i>Lunchtimes staggered (see operational plan)</i></p>	<p><i>L</i></p>	<p><i>01/08/20</i></p>

				<p><i>No mixed bubble assemblies. All will be virtual.</i></p> <p><i>All toilets will receive a lunchtime clean but children will have to use shared toilets when at play:</i></p> <p><i>Dining Hall – ICT Suite</i></p> <p><i>Playground – Y4 external toilets</i></p>		
	Staffing allocations to groups determined, minimising contact with multiple groups as much as possible.	<i>HLTA PPA covers different yeargroups Monday-Thursday pm</i>	<i>L</i>	<p><i>Different yeargroups taught each day but no mixing within the day ie. Y3 Monday, Y4 Tuesday</i></p>	<i>Sept 2020</i>	<i>L</i>
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 (if possible) without reducing teaching time • Staggered or limited amounts of moving around the school/ corridors • Classroom design • Break and lunch times are staggered. Plans for social 	<p><i>External doors to most classrooms helps with easier access/egress</i></p> <p><i>Y5 entry/exit routes complicated</i></p>	<i>L</i>	<p><i>Staggered start/finish 8:30-9:00 and 3:00-3:30.</i></p> <p><i>2 hour lunchtime shift split into two one-hour shifts 11:45-1:45</i></p> <p><i>Organisational plan produced which gives greater detail.</i></p>	<i>Sept 2020</i>	<i>L</i>

	<p>distancing during these times in place, such as when queuing for lunches</p> <ul style="list-style-type: none"> • Toilet arrangements 			<p><i>Additional sports coach booked for Y3/4 lunchtimes throughout the week to use MUGA and space out further.</i></p>		
	<p>Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.</p>			<p><i>10 min arrival time window, designated seating.</i></p>	<p><i>Sept 2020</i></p>	<p><i>L</i></p>
	<p>Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.</p>	<p><i>Some SEND pupils may find this difficult. General culture relaxes over time.</i></p>		<p><i>Enhanced behavioural expectations shared with parents Regular reminders of need to minimise contact Handwashing and cleaning (if needed) Conversations with parents when needed. Newsletters. Risks assessments and individualised approach in place for students who might struggle to follow expectations</i></p>	<p><i>Sept 2020</i></p>	<p><i>L</i></p>
	<p>Approach to assemblies – if still occurring, plan in place to manage social distancing.</p>	<p><i>Currently assemblies are all held virtually. Bringing all children together for assembly would breach the bubble arrangements.</i></p>		<p><i>Virtual assemblies planned</i></p>	<p><i>Sept 2020</i></p>	<p><i>L</i></p>

	Social distancing plans communicated with parents, including approach to breaches.			As above – newsletters, direct emails at beginning of term regarding expectations. All adults and children 12yrs+ advised to wear face coverings (unless exempt) whilst dropping off and picking up onsite.	Sept 2020 18 09 20	L
	Arrangements in place for the use of the playground, including equipment.			See organisational plan Bubble equipment stays within bubble. Cleaned weekly.	Sept 2020	L
Transport	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.	Potential extended congestion at front of school between 3:00-3:30	M	Direct communication sent to parents ahead of start of term to urge use of Asda Car park as a safe, remote parking option.	Sept 2020	L
	Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible.			Noted	Sept 2020	L
	Support in place for CYP who have no alternative, to access public transport safely, adhering to social distancing protocols where possible.	None known		Noted	Sept 2020	L

	Arrangements in place with transport providers to support any staggered start/end times.			<i>Noted</i>	<i>Sept 2020</i>	<i>L</i>
Catering	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.	<i>School kitchen has been serving cold meal option with reduced staff</i>	<i>M</i>	<i>CLP central team have met with Pabulum and agreed arrangements for providing a hot meal option from Sept. This will be pre-prepared and collected by children in the hall.</i>	<i>01/09/20 New menu received 26/08/20</i>	<i>L</i>
	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>Lunch sitting A time: 11:45-12:45 location: Hall Y3 1st half, Y4 2nd half Lunch sitting B time: 12.45-1:45 location: Hall Y5 1st half, Y6 2nd half</i>		
	Summer Holiday Food vouchers for eligible CYP ordered.			<i>All uploaded and due to be distributed 20th July</i>	<i>20/07/20</i>	<i>L</i>
PPE	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.			<i>PPE kit stored in Barn 'Covid' room ready for any in-school symptoms. CLP central team have ordered adequate supplies</i>	<i>20/07/20 DfE signalled direct supply of some PPE 26/08/20</i>	<i>L</i>

<p>Response to suspected/ confirmed case of COVID19 in school</p>	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> • Which staff member/s should be informed/ take action • Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated • Cleaning procedure in place • Arrangements for informing parent community in place 	<p><i>Limited additional capacity for multiple cases to be cared for simultaneously</i></p>	<p><i>L</i></p>	<p><u>Suspected cases</u> <i>HT or DHT to be informed of any suspected case</i> <i>Individual displaying symptoms to be taken to Barn 'Covid' room.</i> <i>Use rest of Barn room as overflow if needed.</i> <i>Procedure on wall in the room and this to be reiterated to staff on September INSET day</i> <i>Cleaning materials in place in Covid room and original room to be used after collection.</i></p> <p><u>Confirmed cases</u> SLT Phone Essex Contact Test and Trace Team: Tel: 0300 303 2698 or provide.escontacttracing@nhs.net Also let School Communications know schoolscommunication@essex.gov.uk Can also contact DfE's Helpline for second opinion 0800 046 8687. Select the option for 'reporting a positive case'. The line will be open Monday to Friday</p>	<p><i>02/09/20</i></p> <p><i>DfE signalled 10 home testing kits to be sent to each school 26/08/20</i></p>	<p><i>L</i></p>

				<p>from 8am to 6pm, and 10am to 4pm on Saturdays and Sundays.</p> <p><i>School to request proof of outcome of test before readmitting pupil.</i></p> <p><i>School community then informed only if positive outcome of the test following advice from ECTT/DfE.</i></p>		
	<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 • Arrangements for informing parent community in place 	<p><i>No additional capacity for multiple cases during the day</i></p>		<p><i>If positive test result news received of pupil or staff member only whilst rest of bubble are in school – seek advice from ECTT/ DfE helpline, relocate class to hall/outside and clean room/door handles. Inform parents if DfE advise that bubble needs to close and arrange for collection throughout the day.</i></p>	<p><i>Sept 2020</i></p>	<p><i>L</i></p>
	<p>Process in place to engage with the Test and Trace and contract tracing process.</p> <p><i>Refer to ECC and public health guidance for more information.</i></p>			<p><i>School registered on testing portal for staff testing</i></p>	<p><i>Sept 2020</i></p>	
	<p>If a family member is confirmed as Covid-19 positive, then pupil should self-isolate with family as</p>		<p><i>L</i></p>	<p><i>School to inform staff members of class that pupil is self-isolating. If</i></p>	<p><i>Sept 2020</i></p>	<p><i>L</i></p>

	per Gov guidelines for any case			<i>pupil then tested – follow guidance above</i>		
Pupil Re-orientation <i>back into school after a period of closure/ being at home</i>	Approach and expectations around school uniform determined and communicated with parents.			<i>Full school uniform expected. Pupils to wear PE kit on days when this subject is taught.</i>	<i>20/07/20</i>	<i>L</i>
	Changes to the school day/timetables shared with parents.			<i>Parents informed Lateness cut-off will be 9:10 for all pupils (regardless of start time). U code used for after 9:30am</i>	<i>17/07/20</i>	<i>L</i>
	All students instructed to bring a water bottle each day. Water fountain cleaning arrangements in place.	<i>Some pupils may forget to bring water bottles</i>		<i>Water fountain decommissioned. Parents guided before start of term to ensure water bottle in place. School to purchase spares</i>	<i>02/09/20</i>	<i>L</i>
	<p>Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.</p> <p>This includes bringing together pupils who have remained in school during closure and those at home and celebrating non-academic achievements of pupils whilst at home/ during school closure.</p>			<i>Planning day 02/09/20 on Recovery curriculum (2 weeks)</i> <i>Regular newsletters shared during school partial closure as well as strong use of VLE to communicate with pupils/parents.</i>	<i>02/09/20</i> <i>Recovery curriculum plan sourced 26/08/20</i>	<i>L</i>

	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.			Sport premium plan to focus on well-being 2020/2021		
	Re-orientation support for school leavers is developed.			Noted		
	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 			Regular information shared in newsletters and will be re-issued in Sept 2020 on FSM eligibility Pupil premium plan includes support for PPG to prioritise access to catch-up tuition and emotional support (YMCA) Food parcels to be purchased for FSM pupils self-isolating in advance	02/09/20 21 09 20	
Remote Education Contingency Plan	All students have access to technology and remote learning offer is available to be switched on as a contingency when needed.	Bubble needs to self-isolate because of a positive case of COVID19.		Microsoft 365 accounts will be available for all pupils (via Government Learning platform grant) Windows tablets being purchased (£15,000) to use throughout school to teach pupils how to log	End of Sept 2020 30 x Microsoft Surface Go 2 devices ordered Sept 20	M

				<i>in and access resources in September 2020</i> <i>Further training for staff will be accessed to help build confidence in using this platform to deliver live lessons</i>	<i>22 staff laptops to be installed</i> <i>01/09/20</i>	
Transition into new year group What will need to be different this year because of COVID19?	Online/ website support for families and young people around transition.			<i>Y2/3 audio and video presentations shared to help Y2 parents/pupils with transition</i> https://www.barnesfarmjuniors.co.uk/website/year_3_2020-21/493599 <i>Plans for this to be replicated for Y4-Y6 in September 2020</i>	<i>Mid September 2020</i>	L
	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 • Primary to Secondary • Vulnerable children • Children with SEND • Physical and sensory needs, including adaptations, equipment etc (lead in times) • Post 16 • School Leavers 			<i>20/07/20 to 22/07/20 scheduled to allow all Y2-Y5 families to meet their new teacher for a 15 mins consultation.</i> <i>SENCo met with Infant SENCo re upcoming needs.</i> <i>Secondary feeder schools involved in transition.</i> <i>Some site visits into school completed.</i>	<i>02/09/20</i>	L

Safeguarding	Consideration given to any CYP who may need support with their return to school and consultation has been undertaken with the family and other agencies involved.	<i>CYP previously deemed to be safer at home and family are anxious about returning to school.</i>	<i>M</i>	<i>Review the CYP's risk assessment to identify any support or arrangements needed for their return to school.</i>	<i>Sept 2020</i>	<i>L</i>
	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.			<i>Staff refresher training session on processes and procedures and the revised wellbeing material</i>	<i>02/09/20</i>	<i>L</i>
	Updated Child Protection Policy in place.			<i>Adopted most recent Child Protection Policy</i>	<i>Completed 05 09 20</i>	<i>L</i>
	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP to return to school.			<i>Ongoing</i>		<i>L</i>
	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.			<i>Review individual consistent management plans to ensure they include protective measures.</i>		<i>L</i>
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.			<i>Curriculum planning focus on INSET day 02/09/20</i>	<i>02/09/20</i>	<i>L</i>

	<p>Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?</p> <p>Each activity should be risk assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> • PE – including no contact sport • Practical science lessons • DT/ FT 			<p><i>Dance PE unit prioritised over Gymnastics</i></p> <p><i>Some PE lessons within GetSet4PE have been planned to incorporate social distancing.</i></p>	<p><i>Sept 2020</i></p>	<p><i>L</i></p>
	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> • Wellbeing curriculum • recognising ‘non-curriculum’ learning that has been done • capturing pupil achievements/ outcomes • utilising the DFE ‘catch-up’ funding and programmes 			<p><i>Staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.</i></p> <p><i>Singing/chanting to be considered with strategies to mitigate (ie other options considered, stand behind children at back of room if delivered)</i></p>	<p><i>Sept 2020</i></p>	<p><i>L</i></p>
	<p>Student behaviour policy reviewed and reflects the current circumstances.</p>			<p><i>Updated for Autumn 2020</i></p>	<p><i>Sept 2020</i></p>	<p><i>L</i></p>

CYP with SEND	Approach to provision of the elements of the EHCP including health/therapies in place.			<i>Experienced SENCo in place managing EHCP pupils well</i>	<i>Sept 2020</i>	<i>L</i>
	Annual reviews.			<i>Noted</i>		<i>L</i>
	Requests for assessment considered.			<i>Noted</i>		<i>L</i>
	Consider any CYP who may need support with their return to school and consult with the family and other agencies involved. <i>Including any support required for CYP to understand new rules i.e. social distancing.</i>			<i>Reasonable Endeavours process has set this up well for the Autumn term with most SEND pupils having returned.</i>	<i>Sept 2020</i>	<i>L</i>
Attendance	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.	<i>Generally high attendance rate. 92% take-up rate in Y6 Summer 2020 so few significant problems expected.</i>		<i>Full attendance expected and communicated as such from 03/09/20. 2 week window identified for parents to engage with school around any anxieties experienced. Referral for further sanctions (including Fixed Penalty Notices) to be considered after this window (w/b 21/09/20)</i>	<i>21/09/20</i>	<i>L</i>
	Approach to support for parents where rates of persistent absence were high before closure.			<i>PA pupils from Sept 2019 to March 2020 to be monitored in September for rates of attendance. Early intervention</i>	<i>Sept 2020</i>	<i>L</i>

				<i>(phone-calls, meetings) to be initiated</i>		
Communication	Information shared with staff around the full opening plan, returning to site, amendments to usual working patterns/practices and groups.	<i>Tight turnaround time</i>		<i>Consultation held 13/07/20 Plan shared 15/07/20 Sent to trust 17/07/20</i>	<i>17/07/20</i>	<i>L</i>
	Governors consulted on full opening plans.	<i>Tight turnaround time</i>		<i>Plans shared 15/07/20 Sent to trust 17/07/20</i>	<i>17/07/20</i>	<i>L</i>
	Union representatives consulted on full opening plans.	<i>Tight turnaround time</i>		<i>Plans shared 15/07/20 Sent to trust 17/07/20</i>	<i>17/07/20</i>	<i>L</i>
	Risk Assessment published on website, where more than 50 staff.			<i>Published</i>	<i>Aug 2020 Sept 2020</i>	
	Communications with parents on the: <ul style="list-style-type: none"> • Plan for full opening • Social distancing plan • Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning • Attendance • Uniform • Transport • Behaviour • Test and trace • Staggered start and end times 			<i>Letter to be sent to parents 17/07/20 Sent to trust 17/07/20 Regular letters sent out to parents throughout September</i>	<i>17/07/20 18 09 20</i>	<i>L</i>

	<ul style="list-style-type: none"> Expectations when in school and at home (if self-isolating is necessary) 					
	Pupil communications around: <ul style="list-style-type: none"> Changes to timetable Social distancing arrangements Staggered start times Expectations when in school and at home (if self-isolating is necessary) Travelling to and from school safely 			3 rd and 4 th September planned as integration days	04/09/20	L
	On-going regular communication plans determined to ensure parents are kept well-informed			Letters, website updates, social media		
Governors/ Governance	Meetings and decisions that need to be taken are prioritised.			Meeting calendar shared	August 2020	L
	Governors are clear on their role in the planning and full opening of the school, including support to leaders.			Meeting held on 02/09/20	02/09/20	L
	Approach to communication between Leaders and governors is clear and understood.			Chair of Governors site visits planned	07 09 20 23 09 20	
	Governors prepared for start of school year (clerking, etc).			Noted	02/09/20	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.			<i>SLT review this in September</i>	<i>14/09/20</i>	<i>L</i>
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.			<i>Noted. Shared with Governors June 2020 Update expected Autumn 2020</i>		<i>L</i>
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM			<i>Noted Unable to claim due to contingency fund.</i>		<i>L</i>
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.			<i>Noted. Shared with Governors June 2020 Update expected Autumn 2020</i>		<i>L</i>
	Insurance claims, including visits/trips booked previously.			<i>Noted. Mersea Y5 Residential fully re-imbursed. Y6 IOW Residential currently still scheduled July 2021</i>		<i>L</i>
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering 			<i>Numerous cleaning meetings held with Town + Country regarding Covid requirements.</i>	<i>Ongoing</i>	<i>L</i>

	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.			<i>CLP Leadership group meetings (monthly) Governor conferences scheduled (1 x term) Subject Leadership Hubs to virtually launch School Improvement Leads in place</i>		
Before and after school clubs	Approach in place for before/after school clubs implements the necessary protective measures.			<i>No after-school clubs other than wrap-around provision (Early Birds Night Owls run by Infant school)</i>		<i>L</i>