

COVID19: Full Opening Risk Assessment and Action Plan **Contingency Framework update**

SCHOOL NAME: Barnes Farm Junior School

OWNER: Ross McTaggart (Headteacher)



DATE: 15th July 2020 Reviewed 26th Aug 2020 / 18th Sept 2020/ 23rd Sept 2020/5th Nov 2020/2nd Dec 2020/**4th Jan 2021**

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

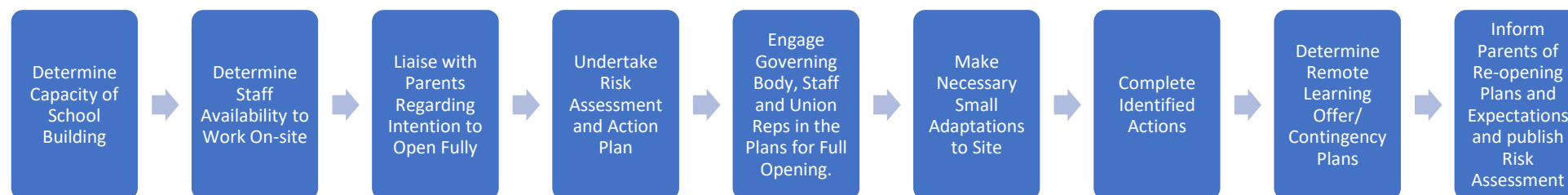
Purpose of this document:

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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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	<i>Consultation with staff 13/07/20</i> <i>Consultation with LGB via Sharepoint</i> <i>Plans shared 15/07/20</i> <i>Contingency plan shared</i>	17/07/20 4 th Jan 2021	L

Preparing Buildings and Facilities	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	<p><i>Caretaker guided to work from home from 05/11/20 onwards.</i></p> <p><i>General maintenance and upkeep of school needed Impact on SLT of school to cover locking/unlocking</i></p> <p><i>Weekly water flushing tasks/fire alarm testing may not be undertaken</i></p>	<p><i>M</i></p> <p><i>M</i></p>	<p><i>Close liaison with Facilities and Estates manager. Relief caretaker employed</i></p> <p><i>Regular weekly flushing tasks to be undertaken by site staff from elsewhere in trust New H + S provider can provide additional support</i></p>	<p><i>October 2020</i></p> <p><i>Nov 2020</i></p>	<p><i>L</i></p> <p><i>L</i></p>
	Office spaces re-designed to allow office-based staff to work safely.	<p><i>Front Office seating facing one another (but 1m apart)</i></p> <p><i>Other staff visit this space</i></p>	<i>M</i>	<p><i>Room is well ventilated. Other staff guided to wear face coverings when visiting. Limit to 3 in room</i></p>	<i>Nov 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 reduced to 5 min intervals (see newsletter 05 11 20) .</i>	<i>Nov 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 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>
				<i>No after-school clubs run</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>L</i>	<i>No changes needed other than usual practice at beginning of term.</i>	<i>Sept 2020 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 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. Recently changed to paper towels and spray to be used to wipe down surfaces.</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>July 2020 1 extra hour confirmed Aug 20</i></p>	L

				<i>Caretaker to oversee and complement this work. Schedule devised between both BF Schools</i>	<i>In place from 21 09 20</i>	<i>L</i>
	Adequate cleaning supplies and facilities around the school are in place. Arrangements for longer-term continual supplies are also in place.	<i>Good supplies in place</i>	<i>L</i>	<i>Hand sanitiser available at the school entrance</i> <i>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</i> <i>Stock check and ordering schedule reviewed and order made.</i>	<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.			<i>Waste bags and containers - kept closed and stored separately from communal waste for one week</i> <i>Waste collections made when the minimum number of persons are</i>	<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 for pupils 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>Need for stringent social distancing due to new variant of Covid and current Lockdown.</i>	<i>M</i>	<i>Extra furniture removed from these rooms and located nearby Maximum of 10 children in each room organised with 2m gap seating and grouped into yeargroup bubbles. 2m gap for teaching space at front of room</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 Yeargroup outdoor equipment for playtime</i>	<i>22/07/2020</i>	<i>L</i>

	<p>Non-essential equipment or resources which are not easily washable or wipeable have been removed.</p> <p>Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p>		<p>M</p> <p>L</p>	<p><i>discretely stored and cleaned weekly</i></p> <p><u>e-Bug posters displayed:</u></p> <ul style="list-style-type: none"> • <u>Horrid hands</u> • <u>Super sneezes</u> • <u>Hand hygiene</u> • <u>Respiratory hygiene</u> • <u>Microbe mania</u> 		<p>L</p> <p>L</p>
	Furniture arranged to minimise contact as much as possible e.g. Desks side by side, facing front, where age appropriate.			<p><i>Front facing desks to be arranged in all classrooms</i></p> <p><i>One child per table</i></p>	<p>22/07/20</p> <p>05/01/2021</p>	L
	<p>Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air</p>	<p><i>How to maintain a comfortable temperature with windows open</i></p> <p><i>Some internal doors are fire doors</i></p>	M	<p><i>Open windows from the top rather than the bottom to avoid direct draughts.</i></p> <p><i>Increase ventilation (open windows) during breaks to purge air</i></p>	Nov 2020	L

				<p><i>Staff trained to shut wedged fire doors in the event of an evacuation</i></p> <p><i>Flexibility shown in school uniform to ensure warm clothing.</i></p>		
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><i>Caretaker currently unwell (Dec 2020)</i></p> <p><i>Risk of too many staff onsite or not enough.</i></p>	<i>L</i>	<p><i>Noted and all in place.</i></p> <p><i>DSL and Deputy DSL onsite and training up-to-date</i></p> <p><i>SENCo onsite</i></p> <p><i>Supply caretaker employed Oct-Dec 2020</i></p> <p><i>Teaching staff to work remotely and deliver live teaching each day. Support staff to provide onsite support for children of critical workers and vulnerable pupils. Possibility of flexible working in order</i></p>	<p><i>Dec 2020</i></p> <p><i>05/01/2021</i></p>	<i>L</i>

				<i>to minimise numbers of staff onsite at any one time – survey undertaken to gauge potential flexibility of shift work. Use of Microsoft Shifts to manage this.</i>		
	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>CEV staff to work from home</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>Updated 05/11/20</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>Re-usable Face Coverings purchased for staff</i> <i>Visors available</i>	<i>18 09 20</i>	<i>L</i>

	Approaches for meetings and staff training in place.	<p><i>Large staff group with range of working schedules</i></p> <p><i>Virtual meetings difficult to gauge interaction on critical staff areas</i></p>	M	<p><i>Use of Microsoft Teams as main vehicle for staff briefings and/or training</i></p> <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> <p><i>Briefing in hall at start of day 8:45am for onsite staff</i></p> <p><i>SDM Weds teams meeting for teaching staff</i></p>	Sept 2020	L
	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></p> <p><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 – Microsoft 365 to be used.</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>Sept 2020</i></p> <p><i>New laptops installed 01/09/20</i></p> <p><i>Nov 2020 All pupils have access to a Microsoft365 account.</i></p>	L

				<p>CLP Trust purchased new laptops for all teaching staff</p> <p>Teams training accessed</p> <p>Each yeargroup confirming their approach to live teaching</p>	04/01/2021	
	<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>See note above about support staff working flexibly.</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>Consideration needed for Recovery Curriculum for first 2 weeks</p> <p>Subject prioritisation needed in order to address gaps and ensure key measures are taught.</p> <p>Staff room very small and hall back in use. Limited areas for staff to meet one another (also given split lunchtime shift)</p>		<p>INSET day 2nd September identified for Recovery curriculum planning and subject prioritisation</p> <p>All staff aware of Employee Assistance Programme (Health Assured)</p> <p>Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service</p>	<p>Sept 2020</p> <p>Recovery curriculum planning notes shared 25/08/20</p>	L

				https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx <i>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements</i> <i>Staff Room for food and drinks preparation ONLY. Eat in own learning spaces. capacity for 5 people to sit on set chairs.</i> <i>ALS/SENCo Room capacity for 2 people. Teachers PPA room has capacity for 3 people Barn Main room can be used as staff overflow at lunchtimes (Capacity 6) HT Office has capacity for 3 people.</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>	11/07/20	L
	The approach for inducting new starters has been reviewed and	1 ITT Trainee (Schools Direct) beginning			11/07/20	L

	updated in line with current situation.			<i>2 x 2 hour online training conducted by JV and RMCl to aid induction and planning</i>		
	Return to school procedures are clear for all staff.			<i>Staff consulted 13/07/20 and then plans shared 15/07/20 Staff briefing 3pm 04/01/2021</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>	<i>L</i>

	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><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>Colchester Utd, Rocksteady staff not needed in 1st week but may be used if longer contingency framework.</i></p>	<p><i>July 2020</i></p> <p><i>Col Utd PPA staff rota agreed Aug 2020</i></p>	L
Group Sizes	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.	<i>Lunchtime toilet use. Shared toilets by two bubbles but cleaned in between.</i>	M	<p><i>Onsite provision maximum of 10 inside each room but 30 outside (in yeargroups)</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>One lunchtime break but staggered sittings (Y3-Y6 order). Separated seating and wiped down after use.</i></p> <p><i>Lunchtimes staggered (see operational plan)</i></p>	L	01/08/20

				<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.	<p><i>HLTA PPA covers different yeargroups Monday-Thursday pm</i></p>	L	<p><i>Support staff work with usual yeargroup where at all possible. Teaching staff working remotely.</i></p> <p><i>Different yeargroups taught each day but no mixing within the day ie. Y3 Monday, Y4 Tuesday</i></p>	Sept 2020	L
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 	<p><i>External doors to most classrooms helps with easier access/egress</i></p> <p><i>Y5 entry/exit routes complicated</i></p> <p><i>Increased rate of infection within community and national lockdown from 05/11/20</i></p>	L	<p><i>Single start/finish time of 9:00am/3:00pm</i></p> <p><i>Staggered start/finish 8:40-8:55 and 3:00-3:15.</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>	Nov 2020	L

	around the school/ corridors <ul style="list-style-type: none"> Classroom design Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches Toilet arrangements 	<i>Essex in Tier 2 from 02/12/2020</i> <i>Essex in Tier 4 from 17/12/20</i>		<i>Additional sports coach booked for Y3/4 lunchtimes throughout the week to use MUGA and space out further.</i> <i>All staff to wear masks when moving out of own workplace area</i>		
	Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.			<i>Small numbers onsite – currently less than 50 so enough space to socially distance at beginning and end of day</i> <i>5 min arrival time window, designated seating.</i>	Nov 2020	L
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.	<i>Some SEND pupils may find this difficult.</i> <i>General culture relaxes over time.</i>		<i>Enhanced behavioural expectations shared with parents</i> <i>Regular reminders of need to minimise contact</i> <i>Handwashing and cleaning (if needed)</i> <i>Conversations with parents when needed.</i> <i>Newsletters.</i> <i>Risks assessments and individualised approach in place for students who</i>	Sept 2020	L

				<i>might struggle to follow expectations</i>		
	Approach to assemblies – if still occurring, plan in place to manage social distancing.	<i>Currently assemblies are all held virtually. Bringing all children together for assembly would breach the bubble arrangements.</i>		<i>Virtual assemblies undertaken every day</i>	<i>Nov 2020</i>	<i>L</i>
	Social distancing plans communicated with parents, including approach to breaches.			<i>As above – newsletters, direct emails at beginning of term regarding expectations.</i> <i>All adults and children 12yrs+ advised to wear face coverings (unless exempt) whilst dropping off and picking up onsite.</i>	<i>Nov 2020</i> <i>18 09 20</i>	<i>L</i>
	Arrangements in place for the use of the playground, including equipment.			<i>See organisational plan Bubble equipment stays within bubble. Cleaned weekly.</i>	<i>Sept 2020</i>	<i>L</i>
Transport	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.	<i>Potential extended congestion at front of school between 3:00-3:15</i>	<i>M</i>	<i>Direct communication sent to parents ahead of start of term to urge use of Asda Car park as a safe, remote parking option.</i>	<i>Sept 2020</i>	<i>L</i>

	Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible.			<i>Noted</i>	<i>Sept 2020</i>	<i>L</i>
	Support in place for CYP who have no alternative, to access public transport safely, adhering to social distancing protocols where possible.	<i>None known</i>		<i>Noted</i>	<i>Sept 2020</i>	<i>L</i>
	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>Hot meals served onsite but limited menu.</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</i> <i>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</i> <i>time: 11:45-12:45</i> <i>location: Hall</i> <i>Y3 1st half, Y4 2nd half</i>		

				<i>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>
Response to suspected/ confirmed case of COVID19 in school	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> • Which staff member/s should be informed/ take action • Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated • Cleaning procedure in place • Arrangements for informing parent community in place 	<i>Limited additional capacity for multiple cases to be cared for simultaneously</i>	<i>L</i>	<p><u>Suspected cases</u> HT or DHT to be informed of any suspected case Individual displaying symptoms to be taken to Barn 'Covid' room. Use rest of Barn room as overflow if needed. Procedure on wall in the room and this to be reiterated to staff on September INSET day Cleaning materials in place in Covid room and original room to be used after collection.</p> <p><u>Confirmed cases</u></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>	<i>L</i>

				<p>SLT Phone Essex Contact Test and Trace Team: Tel: 0300 303 2698 or provide.escontacttracing@nhs.net</p> <p>Also let School Communications know schoolscommunication@essex.gov.uk</p> <p>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 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. School community then informed of actions needed if directed 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 	<i>No additional capacity for multiple cases during the day</i>		<p><i>Parent email covidcontact@barnesfarm-jun.essex.sch.uk</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</i></p>	<i>Sept 2020</i>	<i>L</i>

	<ul style="list-style-type: none"> Cleaning procedure in place Arrangements for informing parent community in place 			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.		
	Process in place to engage with the Test and Trace and contract tracing process. <i>Refer to ECC and public health guidance for more information.</i>			School registered on testing portal for staff testing	Sept 2020	
	If a family member is confirmed as Covid-19 positive, then pupil should self-isolate with family as per Gov guidelines for any case		L	School to inform staff members of class that pupil is self-isolating via register code. If pupil then tested – follow guidance above	Dec 2020	L
Pupil Re-orientation	Approach and expectations around school uniform determined and communicated with parents.			Full school uniform expected. Pupils to wear PE kit on days when this subject is taught.	20/07/20	L
back into school after a period of closure/ being at home	Changes to the school day/timetables shared with parents.			Parents informed Lateness cut-off will be 9:30 for all pupils (regardless of start time). U code used for after 9:30am	17/07/20	L

	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>			<p><i>Planning day 02/09/20 on Recovery curriculum (2 weeks)</i></p> <p><i>Regular newsletters shared during school partial closure as well as strong use of VLE to communicate with pupils/parents.</i></p>	<p><i>02/09/20</i></p> <p><i>Recovery curriculum plan sourced 26/08/20</i></p>	<i>L</i>
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.			<p><i>Sport premium plan to focus on well-being 2020/2021</i></p> <p><i>Additional well-being classes provided Nov 2020</i></p>	<i>Nov 2020</i>	
	Re-orientation support for school leavers is developed.			<i>Noted</i>		
	<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 			<p><i>Vulnerable pupils offered onsite provision.</i></p> <p><i>FSM support (vouchers) to be organised</i></p> <p><i>Additional laptops ordered and will be</i></p>	<i>05/01/2021</i>	

	<ul style="list-style-type: none"> • Referrals to social care and other support • PPG/ vulnerable groups 			<p><i>distributed to disadvantaged families and those in need</i></p> <p><i>Regular information shared in newsletters and will be re-issued in Sept 2020 on FSM eligibility</i></p> <p><i>Pupil premium plan includes support for PPG to prioritise access to catch-up tuition and emotional support (YMCA)</i></p> <p><i>Food parcels to be purchased for FSM pupils self-isolating in advance</i></p>	<p>02/09/20</p> <p>21 09 20</p>	
<p>Remote Education Contingency Plan</p>	<p>All students have access to technology and remote learning offer is available to be switched on as a contingency when needed.</p>	<p><i>Bubble needs to self-isolate because of a positive case of COVID19.</i></p>	<p>M</p>	<p><i>Microsoft 365 accounts have been allocated for all pupils (via Government Learning platform grant)</i></p> <p><i>Windows tablets being purchased (£15,000) to use throughout school to teach pupils how to log in and access resources in September 2020</i></p> <p><i>Further training for staff will be accessed to help build confidence in using</i></p>	<p><i>Remote learning plan operational from 22/10/20</i></p> <p><i>30 x Microsoft Surface Go 2 devices available for deployment mid-Nov 2020</i></p> <p><i>22 staff laptops to installed 01/09/20</i></p> <p><i>5 DfE laptops accessed Nov 2020</i></p>	<p>M</p>

				<i>this platform to deliver live lessons</i>	<i>18 further laptops ordered 11/12/2020</i>	
Transition into new year group	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>School protective measures shared on website</i>	<i>Mid September 2020</i> <i>Dec 2020</i>	L
What will need to be different this year because of COVID19?	Plan for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face: <ul style="list-style-type: none"> • EY to Primary • Primary to Secondary • Vulnerable children • Children with SEND • Physical and sensory needs, including adaptations, equipment etc (lead in times) • Post 16 			<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. SENCo met with Infant SENCo re upcoming needs.</i> <i>Secondary feeder schools involved in transition. Some site visits into school completed.</i>	<i>02/09/20</i>	L

	<ul style="list-style-type: none"> School Leavers 					
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>	M	<i>Individual consultations made by DHT and SENCo. Review the CYP's risk assessment to identify any support or arrangements needed for their return to school.</i>	<i>05/01/2021 Sept 2020</i>	L
	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>	L
	Updated Child Protection Policy in place.			<i>Adopted most recent Child Protection Policy</i>	<i>Completed 05 09 20</i>	L
	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP to return to school.			<i>Ongoing</i>		L
	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.			<i>Review individual consistent management plans to ensure they include protective measures.</i>		L

	Student behaviour policy reviewed and reflects the current circumstances.			<i>Updated for Autumn 2020</i>	<i>Sept 2020</i>	<i>L</i>
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>Held via Teams</i>	<i>Oct 2020</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. Further contingency framework conversations being held</i>	<i>Sept 2020</i> <i>04/01/21</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>Contingency framework attendance expectations in place. Click here for details Full attendance expected and communicated as such from 03/09/20. 2 week window identified for parents to engage with school</i>	<i>21/09/20</i>	<i>L</i>

				around any anxieties experienced. Referral for further sanctions (including Fixed Penalty Notices) to be considered after this window (w/b 21/09/20)		
	Approach to support for parents where rates of persistent absence were high before closure.			PA pupils from Sept 2019 to March 2020 to be monitored in September for rates of attendance. Early intervention (phone-calls, meetings) to be initiated Teaching staff using CPOMs to note concerns over potentially vulnerable pupils in this area. SLT to follow up	Sept 2020 04/01/2021 05/01/2021	L
Communication	Information shared with staff around the full opening plan, returning to site, amendments to usual working patterns/practices and groups.	Tight turnaround time		Consultation held 13/07/20 Plan shared 15/07/20 Sent to trust 17/07/20 Shared 04/01/21	17/07/20	L
	Governors consulted on full opening plans.	Tight turnaround time		Plans shared 15/07/20 Sent to trust 17/07/20 Shared 04/01/21	17/07/20	L
	Union representatives consulted on full opening plans.	Tight turnaround time		Plans shared 15/07/20 Sent to trust 17/07/20	17/07/20	L

	Risk Assessment published on website, where more than 50 staff.			<i>Published</i>	Aug 2020 Sept 2020 Nov 2020 <i>5th Jan 2021</i>	
	<p>Communications with parents on the:</p> <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 • Expectations when in school and at home (if self-isolating is necessary) 			<p><i>Letter to be sent to parents 17/07/20</i> <i>Sent to trust 17/07/20</i></p> <p><i>Regular letters sent out to parents throughout September</i></p> <p><i>Update Nov 2020</i></p>	<p>17/07/20</p> <p>18 09 20</p> <p>Nov 2020</p>	L
	<p>Pupil communications around:</p> <ul style="list-style-type: none"> • Changes to timetable • Social distancing arrangements • Staggered start times • Expectations when in school and at home (if self-isolating is necessary) • Travelling to and from school safely 			<i>3rd and 4th September planned as integration days</i>	04/09/20	L

	On-going regular communication plans determined to ensure parents are kept well-informed			<i>Letters, website updates, social media</i>		
Governors/ Governance	Meetings and decisions that need to be taken are prioritised.			<i>Meeting calendar shared</i>	<i>August 2020</i>	<i>L</i>
	Governors are clear on their role in the planning and full opening of the school, including support to leaders. Approach to communication between Leaders and governors is clear and understood.			<i>Meeting held on 02/09/20</i> <i>Chair of Governors site visits planned</i>	<i>02/09/20</i> <i>07 09 20</i> <i>23 09 20</i>	<i>L</i>
	Governors prepared for start of school year (clerking, etc).			<i>Noted</i>	<i>02/09/20</i>	<i>L</i>
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.</i> <i>Shared with Governors June 2020 + Sep 2020</i>		<i>L</i>
	Claims submitted for reimbursement for example, increased premises related costs;			<i>Noted</i> <i>Unable to claim due to contingency fund.</i>		<i>L</i>

	additional cleaning; support for FSM					
	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 Mersea 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>